

System Logon

Purpose of this page

The System Logon page enables you to logon to the NSLDS FAP Web site, which requires a User ID and Password. After successfully logging on and accepting the Privacy Act page terms and conditions, the Menu appears.

Sign-Up Information/System Requirements/News & Events/Change Password/FAQ/Download Help

The Sign-Up Information, System Requirements, News & Events, Change Password, FAQ, and Download Help links appear at the top of this page:

- If you are not an authorized user and would like information on how to become one, click **Sign-Up Information**.
- If you have any questions about the browser configuration, click **System Requirements**.
- If you want to read the latest information about the NSLDS, click **News & Events**.
- If you to change your password, click **Change Password**.
- If you have any other questions about the NSLDS, click **FAQ** to review a list of Frequently Asked Questions.
- If you wish to download all or part of the help pages, click **Download Help**.

How to log on

Below the Sign-Up Information, System Requirements, News & Events, Change Password, FAQ, and Download Help links, the User ID and Password boxes appear.

To logon:

1. Type **User ID** in the box.
2. Type **Password** in the box.
3. Click **Logon**.

Tips

- Passwords must be six to eight characters in length.
- At least one character must be a number; however, the first character must be a letter.
- The new password must be different from your last four passwords.
- Passwords are valid for 120 days.
- After three unsuccessful logon attempts, your access to the NSLDS will be revoked.

- If you need a copy of the Adobe Acrobat Reader, click on the Adobe Acrobat Reader icon next to the links.
- If you have any problems accessing the NSLDS, call the Customer Service Center at **1-800-999-8219**, Monday through Friday from 8 a.m. to 8 p.m. ET.

Last updated: October 29, 2001

close

You are not logged on



Return to
Previous Page

System Requirements

To use NSLDS, you need one of the following supported browsers from Microsoft or Netscape. If you do not have one of these, you will need to download one. To provide a higher level of security, it is recommended that you use the 128-bit version of the browser. For more information regarding security, [go here](#).

To identify the version of the browser that you are currently using, use the **Help** menu item on your browser and select **About browser name**.

If you still have questions, please [Contact NSLDS](#).

It is not possible to access NSLDS unless you have one of these browsers.

Microsoft Internet Explorer

Supported Versions	<p>Versions 4.xx and higher.</p> <p>NSLDS has been tested with versions up to and including 5.5. If you have a later version than this, you may have problems. It is recommended that you use one of the versions specified above.</p>
Download	<p>To download a Microsoft browser, use this link.</p> <p>www.microsoft.com/ie/</p> <p>It is recommend that you download the 128-bit version. To learn more about security go here.</p>
Configuration	<p>For help with the configuration of Microsoft I.E. browsers, use this link NSLDS I.E. configuration.</p>

Netscape Navigator

Supported Versions	<p>Versions 4.xx and higher.</p> <p>NSLDS has been tested with versions up to and including 6.1. If you have a later version than this, you may have problems. It is recommended that you use one of the versions specified above.</p>
Download	<p>To download a Netscape browser, use this link.</p> <p>www.netscape.com/download/</p> <p>It is recommended that you download the 128-bit version. To learn more about security go here.</p>
Configuration	<p>For help with the configuration of Netscape browsers, use this link Netscape configuration.</p>

Change Password

Purpose of this page

This page allows you to change your current password. The NSLDS web site requires you to enter your NSLDS User ID and current password. After successfully logging on and accepting the Privacy Act page terms and conditions, the Main Menu appears.

How to change your password

To change your password:

1. Enter your **User ID** and current **Password**.
2. In the **New Password** area, enter a new password. Then enter the new password in the **Confirm Password** area.
3. Click **Change Password**. An icon and message appear indicating that your password updated successfully.

Note: If you are already logged onto the NSLDS web site and do not wish to change your password, click **Continue** to flow to the Main Menu.

Tips

- Passwords must be six to eight characters in length.
- At least one character must be a number; however, the first character must be a letter.
- The new password must be different from your last four passwords.
- Passwords are valid for 120 days.
- After three unsuccessful logon attempts, your access to the NSLDS will be revoked.
- If you have any problems accessing the NSLDS, call the Customer Service Center at **1-800-999-8219**, Monday through Friday from 8 a.m. to 8 p.m. ET.

Last updated: June 23, 2000

close

Menu

Purpose of this page

The Menu page allows you to view system messages and access Financial Aid and Enrollment data.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

System Help Links

- Click **Change Password** to change your password.
- Click **System Requirements** for instructions on the minimum system requirements and how to download and configure the Netscape Navigator or Microsoft Internet Explorer browser.
- Click **Contact Us** for the Customer Service Center phone number, e-mail address, and hours of operation.
- Click **FAQ** to view the list of Frequently Asked Questions about this site.
- Click **Download Help** to download all or part of the Help page.

Messages

A list of system messages appears under the Messages heading on the Menu page. Each line of the list displays the date a message was posted and the beginning words of the message. To display the full message, click it. The message text appears at the bottom of the Menu page.

Financial Aid

Links to the Financial Aid pages appear under the Financial Aid heading on the Menu page. The Financial Aid pages contain data about a borrower's loans, grants, and overpayments. Based on your access authority, you can view some or all of these pages.

To access a borrower's financial aid data:

1. Type the **SSN**, **First Name**, and **DOB** of the borrower.

2. Click one of the following links:

- **Loan History** to view a complete history of the student's Title IV loan portfolio as reported to the NSLDS database.
- **Overpayment History** to view or update any Perkins Loan, SEOG, or Pell Grant overpayments.
- **Pell Grant** to view all the Pell Grants that have been reported for a student.
- **Student Access Interface** to go to the Student Access Interface page.

Enrollment

Links to the Enrollment pages appear under the Enrollment heading on the Menu page. The Enrollment pages contain information about student enrollment at every school where enrollment has been reported for a student. Based on your access authority, you can view some or all of these pages.

To access a borrower's enrollment data:

1. Type the **SSN**, **First Name**, and **DOB** of the borrower.
2. Click one of the following links:
 - **Enrollment Summary** for a quick overview of a student's current enrollment status.
 - **Enrollment Add** to retrieve student records to add enrollment information on the Enrollment Maintenance page.
 - **Enrollment Update** to retrieve enrollment information for students attending your school to be updated on the Enrollment Maintenance page.
 - **Enrollment Reporting Schedule** to view a user profile as well as current and past schedules for organizations that report or receive information about the enrollment status of students receiving federal student aid.

Transfer Monitoring

Links to the Transfer Monitoring pages appear under the Transfer Monitoring heading on the Menu page. The Transfer Monitoring pages contain data about the students your school has submitted for Transfer Monitoring. Based on your access authority, you can view some or all of these pages.

To access your school's transfer monitoring data, click one of the following links:

- **Transfer Monitoring List** to view your school's list of students being monitored by the NSLDS.
- **Monitoring Alert Review** to view the list of students for whom your school has received alerts.
- **School Transfer Profile** to review and/or update your school's Transfer Monitoring Profile.

Note: The access privilege you requested in the NSLDS section of the Title IV Enrollment document determines the pages you can access. To review or update your form, go to www.sfawebenroll.ed.gov, or contact the SAIG Customer Service Center at 1-800-330-5947.

Last updated: September 16, 2002

close

Message Detail

Purpose of this page

The Message Detail page displays a message in full that was selected on the Menu page.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

To return to the Menu page, click **Return to Menu** at the top of the page or the browser's **Back** button.

Last updated: December 3, 2001

close

Navigation

Purpose of this page

The Navigation page lists the Navigation Tabs that allow you to link to the main pages of each section of the NSLDS FAP Web site. It also provides a glossary of the icons and symbols used.






Navigation Tabs and Navigation Bar


















The Navigation Tabs are located across the top of every page. Each tab provides a link to the main page of a corresponding section. These tabs allow you to navigate without having to return to the Menu page.





- Click **Menu** to access the Menu page.
- Click **Aid** to access the Loan History page.
- Click **Enroll** to access the Enrollment Summary page.
- Click **Org** to access the Organization Contact List page.
- Click **Report** to access the Report List page.
- Click **Tran** to access the Transfer Monitoring List.

The Navigation Bar is directly below the Navigation Tabs, and includes links to the other pages within that section. Your name and your institution's name display below the specified links.

Legend of Icons and Symbols

Icon/ Symbol	Definition
	Contact icon links you to the NSLDS contact information page for help by phone or email.
	Help icon links you to the specific Help page.
	Exit icon logs you off and returns you to the Logon page.
	Colored tab with white text indicates that you are in the active subject area.
	Tan tab with black text indicates that other subject areas are available to you by clicking that tab.

	Popup text appears near the mouse pointer explaining an icon's function. (This is an example of that text.)
LINK	Underlined blue text links you to additional information.
	Left arrow icon returns you to a specified page. For example:  Return to Menu.
	Right arrow icon links you to the next page in a series of pages. For example:  Go to Report Log.
	Previous group arrow icon links you to the previous list of items for this page.
	Next group arrow icon links you to the next list of items for this page.
	Alert symbol warns you of critical information that is not in error. For example: The borrower has defaulted loans.
	Information symbol notifies you that additional facts are available. For example: The borrower has received Pell Grants.
	Error symbol alerts you of an error. If the error is an entry error, the prompt for the box is displayed in bold RED .
	Capitalized Interest symbol notifies you that the identified Outstanding Principal Balance contains Capitalized Interest.
	Lock icon indicates the loan is locked and cannot be updated.
	History icon links you to the Borrower Name History page or Borrower SSN History page if history exists in the database.
	Active Bullet Number icon allows you to update, delete, or see more details. Blue is the active selection color.
	Inactive Bullet Number indicates that no additional information is available regarding this item.
	Plus symbol provides you more detailed information. It is activated when the mouse pointer is on the symbol.
	Report Log Page icon links you to the Report Log.

	E-mail icon links you to e-mail.
	Glossary icon links you to the Glossary page.
	Print icon allows you to print the Help page.
	Close icon allows you to close the Help page.

Last updated: January 8, 2003



Glossary

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Academic Level

Student's academic level at the time the loan was provided. See the table below for codes and definitions.

Code	Definition
1	Freshman/First Year (including proprietary institution programs that are less than 1 year in duration)
2	Sophomore/Second Year
3	Junior/Third Year
4	Senior/Fourth Year
5	Fifth/Other Undergraduate (may include sixth year undergraduate and continuing education students)
A	First Year Graduate/Professional
B	Second Year Graduate/Professional
C	Third Year Graduate/Professional
D	Beyond Third Year Graduate/Professional
G	Graduate/Professional, year of study unknown
N	Not available (to be used only if the date of the first disbursement is prior to July 23, 1992, and data provider does not have required attribute)

ACD

See [Anticipated Completion Date](#).

Active

A flag identifying whether a record reflects the NSLDS's current understanding of a student's enrollment history. Active records reflect that history. Inactive records reflect enrollment data previously submitted to the NSLDS but corrected by a later submission.

Ad Hoc

A file type indicating that the file is generated for some special reason and not as part of the organization's regular schedule. When the NSLDS sends an organization an ad hoc file, it does not automatically schedule another such file for one year in the future.

Aggregate Loan Types

See [Subsidized Loans](#), [Combined Loans](#), [FFEL Consolidation Loans](#) and [Federal Perkins Loans](#).

Aggregate Outstanding Principal Balance

The cumulative dollar value due for the given aggregate loan type. The Loan History page also provides the amount per loan that contributes to the Aggregate OPB.

Aggregate Pending Disbursements

The cumulative net loan amount that is awaiting disbursement to a borrower for the given aggregate loan type.

Aggregate Total

The amount of Outstanding Principal Balance plus Pending Disbursements for the given aggregate loan type.

Alert

See [Transfer Monitoring Alert](#).

Amount of Disbursement

See [Disbursement Amount](#).

Amount of Loan

See [Loan Amount](#).

Amount of Outstanding Interest

See [Outstanding Interest Amount](#).

Amount of Outstanding Principal Balance

See [Outstanding Principal Balance Amount](#).

Anticipated Completion Date

The date the student completed, or was expected to complete, his or her studies.

Approved Loan Amount

For Direct Loans and Perkins Loans, the original amount, before any cancellations.

Award Amount

The amount of the Pell Grant the school expects to pay the student based on the student's enrollment and school's cost of attendance.

Award Year

The school year that the student received a Pell grant, as reported by the school. The Award Year runs from July 1 through the following June 30.

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Batch File

Data file submitted or received via a Student Aid Internet Gateway mailbox. See [Student Aid Internet Gateway](#).

Begin Effective Date

Allows you to display on the Enrollment Detail page only records with an Effective Date later than or equal to the date you enter.

Begin Value

Allows you to set a lower limit for retrieving records from the Enrollment Update page. If you leave Exact Match Only unchecked, Enrollment Update will retrieve any student records that match the Begin Value you type or come after it in ascending alphanumeric order.

Borrowed Amount

The cumulative net amount of the loan actually disbursed to a borrower.

Borrowed at Name

The name of the school where the student was enrolled or accepted at the time the loan was

guaranteed or originated.

Borrowed at OPEID

The eight-digit ED code for the school and school branch where the student was enrolled or accepted for enrollment at the time the loan was guaranteed or originated.

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Canceled Amount

The cumulative amount of the Title IV loan that was canceled.

Canceled Date

The latest date that all or part of the Title IV loan was canceled.

Capitalized Interest

The accumulated interest on an unsubsidized loan that is added to the principal balance of the loan.

Cert. Date

See [Certification Date](#).

Cert. Method

See [Certification Method](#).

Certification Date

The date as of which a school certifies that a student's enrollment information is accurate and up-to-date.

Certification Method

The method a school uses to certify enrollment information. Schools can certify enrollment information using either the [batch](#) enrollment reporting process or the [Enrollment Maintenance](#) page on this site.

Combined Loans

Includes both subsidized and unsubsidized Stafford Direct loans.

CSC

NSLDS Customer Service Center.

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Data Provider Loan ID

A code used by a data provider (Guaranty Agency, Direct Loan Servicer, Debt Collection Service or Perkins school) for internal loan identification.

Date Entered Repayment

The date the loan entered repayment.

Date of Anticipated Completion

See [Anticipated Completion Date](#).

Date of Disbursement

See [Disbursement Date](#).

Date of Loan

See [Loan Date](#).

Date of Outstanding Interest

See [Outstanding Interest Date](#).

Date of Outstanding Principal Balance

See [Outstanding Principal Balance Date](#).

DCS

Department of Education's Debt Collection Service.

Default School for Consolidated Loan

Listed as school name when the loan is an FFEL Consolidation Loan. This is in accordance with reporting requirements, and has no bearing on the status of the loan. These loans may be entered into after a student completes his/her program of study at a particular school and consolidates loans received while in school.

Denominator

Number of loans that entered repayment during a particular Cohort fiscal year (October 1-September 30).

Disb. Post Date

Pell Grant Disbursement Post Date. The date when Pell Grant is listed as disbursed on Recipient Financial Management System (RFMS).

Disbursement Amount

The cumulative amount of funds released to a borrower.

Disbursement Date

The date the loan disbursement was made.

Distribution Medium

How enrollment information is sent to an organization. Valid values are [SAIG](#) or Tape.

Distribution SAIG User ID

For organizations that receive enrollment information by the [Student Aid Internet Gateway](#), the address of the mailbox to which that information is sent.

DL

Federal Direct Student Loan.

DOB

Date of Birth.

DP

Data Provider.

ED

U.S. Department of Education.

ED Region

A Department of Education Student Financial Assistance Program's Regional Offices.

EFC

See [Expected Family Contribution](#).

Eff. Date

See [Effective Date](#).

Effective Date

The date when a student's [enrollment status](#) first took effect.

End Effective Date

Allows you to display on the Enrollment Detail page only records with an Effective Date earlier than or equal to the date you enter on certain Enrollment pages.

Enroll. Code

See [Enrollment Code](#).

Enrollment Code

An alphabetic character that represents a student's current or past enrollment status.

Code	Status
A	Approved leave of absence
D	Deceased
F	Full time
G	Graduated

H	Half time or more, but less than full time
L	Less than half time
W	Withdrawn
Z	No record found

Exact Match Only

On the Enrollment Update page, allows you to retrieve only records that match exactly with the Begin Value you typed. This option must be used in combination with a Begin Value.

Expected Family Contribution

An index produced by Congressional Methodology (CM) that assesses an applicant's financial need.

Extract Format

Batch file format in which the information is sent as a "string" of data. User then downloads data into a format on site. (See also [Report Format](#)).

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FAQ

Frequently Asked Questions.

FDLP Servicer

An agency that services the financial aid programs within the William D. Ford Direct loan Program.

FFEL

Federal Family Education Loan.

Federal Perkins Loans

Campus based loans that are reported to NSLDS. This family of loans includes the National Defense Loan (DU), the Perkins Expanded Lending (EU), the National Direct Student Loan (NU), and the Federal Perkins Loan (PU).

FFEL Consolidation Loans

Loans consolidated under the Federal Family Education Loans program.

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GA

See [Guaranty Agency](#).

Guaranteed Loan Amount

For FFEL loans, the original amount, before any cancellations.

Guaranty Agency

A state agency or private, nonprofit institution or organization that administers the financial aid programs within the Federal Family Education Loans (FFEL) Program.

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Inform

See [Transfer Monitoring Inform](#).

Interest Rate

See [Loan Interest Rate](#).

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Last Anticipated Comp. Date

The [Anticipated Completion Date](#) most recently reported to NSLDS for a given enrollment status.

Last Disbursed Amt

The dollar amount of the most recent disbursement to the borrower for a specific loan.

Last Disbursed Date

The date of the most recent disbursement to the borrower for a specific loan.

Lender

An eligible party that provides an FFEL loan to a student, whether it is a bank, a college, the government or another organization.

Lender Branch Servicer

An agency that services a lender's loans.

Loan Amount

The original loan amount, before any cancellations.

Loan Date

For FFEL loans, the date the loan was originally guaranteed. For Direct Loans and Perkins loans, the date the loan was originally disbursed.

Loan Interest Rate

The interest rate that is applied to the loan. A variable interest rate is indicated by the abbreviation VAR.

Loan Period Begin

The date classes are (or were) to begin for the period covered by the loan.

Loan Period End

The date classes ended (or were to end) for the period covered by the loan.

Loan Records Extracted

The total number of detail records extracted from the data provider database for this submission. This number may include records that were in error and did not update the NSLDS database.

Loan Status

The two-character code that indicates the status of a loan.

Loan Status Code	Definition
AL	Abandoned Loan
BC	Bankruptcy Claim, Discharged
BK	Bankruptcy Claim, Active
CA	Canceled
CS	Closed School Discharge
DA	Deferred
DB	Defaulted, Then Bankrupt, Active, Chapter 13
DC	Defaulted, Compromise
DD	Defaulted, Then Died
DE	Death
DF	Defaulted, Unresolved
DI	Disability
DK	Defaulted, Then Bankrupt, Discharged, Chapter 13
DL	Defaulted, In Litigation
DN	Defaulted, Paid in Full Through Consolidation Loan
DO	Defaulted, Then Bankrupt, Active, other
DP	Defaulted, Paid in Full
DR	Defaulted, Loan in Roll-Up Loan
DS	Defaulted, Then Disabled
DT	Defaulted, Collection Terminated
DU	Defaulted, Unresolved

DW	Defaulted, Write-off
DX	Defaulted, Six Consecutive Payments
DZ	Defaulted, Six Consecutive Payments, then missed payment
FB	Forbearance
FC	False Certification Discharge
IA	Loan Originated
ID	In School or Grace Period
IG	In Grace Period
IM	In Military Grace
IP	In post-deferment grace(Perkins only)
OD	Defaulted, Then Bankrupt, Discharged, Other
PC	Paid in Full Through Consolidation Loan
PF	Paid in Full
PM	Presumed Paid in Full
PN	Non-defaulted, Paid in Full Through Consolidation Loan
RF	Refinanced
RP	In Repayment
UA	Temporarily Uninsured - No Default Claim Requested
UB	Temporarily Uninsured - Default Claim Denied
UC	Permanently Uninsured-No Default Claim Requested
UD	Permanently Uninsured-Default Claim Denied
UI	Unreinsured
XD	Defaulted, six consecutive payments

Loan Status Date

The date a Loan Status became effective.

Loan Type

The type of Title IV award made with a formal agreement for repayment with interest.

Code	Loan Type
CL	FFEL Consolidation Loan

D1	Direct Stafford Subsidized Loan
D2	Direct Stafford Unsubsidized Loan
D4	Direct PLUS Loan
D5	Direct Consolidation Unsubsidized Loan
D6	Direct Consolidation Subsidized Loan
D7	Direct Consolidation PLUS Loan
DU	National Defense Loan
EU	Perkins Expanded Lending Loan
FI	Federally Insured Student Loan (FISL)
IC	Income Contingent Loan (ICL)
NU	National Direct Student Loan (NDSL)
PL	FFEL PLUS Loan
PU	Federal Perkins Loan
RF	FFEL Refinanced Loan
SF	FFEL Stafford Subsidized Loan
SL	Supplemental Loan (SLS)
SU	FFEL Stafford Unsubsidized Loan

Loans with Errors

The total number of detail records extracted from the data provider database that included errors and did not update the NSLDS database..

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Monitor Begin Date

Date school requests the NSLDS to start monitoring a transfer student's record for change(s).

Most Recent Status

The [Enrollment Status](#) most recently reported for a student at a school.

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Navigation

The traversal of the Financial Aid Professionals System. See [Navigation](#) page.

Navigation Legend

Legend of icons and symbols used in the FAP Web site.

Non-Subsidized Loans

Subsidized loans with no subsidy provided. Pre-date Unsubsidized loan program.

NSLDS

National Student Loan Data System.

NSLDS Web

As a [Certification Method](#), indicates that the school certified the enrollment information using the Enrollment Maintenance page on this site.

Numerator

Number of borrowers entering repayment in the cohort fiscal year who defaulted in the cohort default period. (Two year period that begins on October 1 of the fiscal year the borrower enters repayment and ends on September 30 of the following fiscal year.)

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OPB

Outstanding Principal Balance.

OPEID

The eight digit U.S. Department of Education, Office of Postsecondary Education (OPE) code used to identify the school and school branch.

Original Schedule

Enrollment Reporting Schedule items generated by the schedule that was assigned to an organization when it first signed up with the NSLDS.

Other Fees

The accumulated fees added to late or defaulted loans. Examples of other fees are late fees, collection costs, or court costs.

Output Medium

The output format the user selected for the report. Options are Report, which results in an organized, easily readable document, and Extract, which results in a raw data document. Reports generated in Extract are usually imported into a spreadsheet software program.

Outstanding Interest Amount

The cumulative accrued outstanding interest balance on the loan.

Outstanding Interest Date

The date that the outstanding interest balance was updated.

Outstanding Principal Balance Amount

The cumulative dollar value due on a loan. If the field is preceded by an exclamation mark, the amount may include capitalized interest and/or other fees.

Outstanding Principal Balance Date

The date the outstanding principal balance was updated.

Overpayment

A Title IV overpayment is the amount of any Title IV student assistance funds received by a student that exceeds the amount the student is eligible to receive.

Overpayment Create Date

The date the overpayment was entered into the NSLDS.

Overpayment Indicator

The code identifying the status of the overpayment.

- **Overpayment**—This is the value that a school uses when first entering an active overpayment into the system. It means that the student owes the overpayment, has not made satisfactory arrangements to repay, and should be considered ineligible for additional Title IV aid until the

overpayment is repaid or otherwise resolved.

- **Repaid**—This value means that a previously reported overpayment that was in either Overpayment or Satisfactory Arrangement Made status has been fully repaid by the student. Schools should update the NSLDS when the final payment has been made. The date that the final payment of the overpayment was made should be entered at that time. A value of Repaid does not produce the overpayment flags and messages on SARs and ISIRs.
- **Satisfactory Arrangement Made**—This value means that while the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. A status of Satisfactory Arrangement Made reported to other schools on a SAR or ISIR (or in the FAT process of NSLDS) provides documentation that the student may continue to receive Title IV aid. In the event that the student fails to meet the commitment made with the school for the arrangements to repay, the school should immediately reset the overpayment Indicator field to Overpayment.

Overpayment Repayment Date

The date the overpayment was paid in full.

Overpayment Source

The code identifying where the overpayment exists.

- **Transfer**—When a school has transferred an overpayment to the U.S. Department of Education's Debt Collection Service (DCS), the school should update the previously reported overpayment information in NSLDS by changing the Source field from School to Transfer. This change does not invalidate the overpayment but it does inform any user of the system that the debt is in the process of being transferred from the school to DCS.
- **School**—Whenever a school is attempting to add a new, or update an existing overpayment record; this field is automatically updated with SCH.
- **ED Region**—The debt is now held by one of the U.S. Department of Education's Debt Collection Service regional offices.

Overpayment Type

The Title IV student assistance funds type (Perkins, SEOG, or Pell) for which the student has received an amount in excess of what the student is eligible to receive.

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Pell Grant

A Title IV grant program for undergraduate students who have not completed a first baccalaureate degree.

Pell Grant Disbursement Post Date

The date when a Pell Grant is listed as disbursed on the Recipient Financial Management System (RFMS).

Pending Disbursement Amount

The cumulative net loan amount that is awaiting disbursement to a borrower.

Perkins

See [Federal Perkins Loans](#).

PLUS

Parent Loan for Undergraduate Student.

Portfolio

Every organization involved in the Enrollment Reporting process has a portfolio that contains all the students for whom the organization reports or receives enrollment information. A student who belongs to an organization's portfolio is said to participate in that portfolio. Schools report enrollment information to the NSLDS for the students in their portfolios. All other organizations receive enrollment information from the NSLDS for the students in their portfolios.

Portfolio Participation

A student participates in the portfolio of an organization involved in the Enrollment Reporting process when that organization reports or receives enrollment information about the student. Participation is based on the organizational interest that is created when the student receives a Direct Loan or FFELP loan.

Processed Date

The date on which NSLDS completely processed the submittal.

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Received Date

The date the NSLDS received the incoming submittal.

Record Format (Non-Schools Only)

The format in which a guaranty agency, lender, or lender servicer receives [batch](#) enrollment information from the NSLDS.

Records Received (Non-Schools Only)

An option that allows non-schools to receive either all the enrollment records for students in their portfolios or only those records that contain a change to [Enrollment Code](#), [Effective Date](#), or [Anticipated Completion Date](#).

Regular

A file type indicating that the file is a regularly scheduled Enrollment Reporting file. When the NSLDS sends an organization a regular file, it automatically schedules another such file for one year in the future.

Report Format

Batch file format in which the information looks and reads as a report. (See also [Extract Format](#)).

Reported By

Indicates the type of organization that reported information displayed on Enrollment pages. Current sources are schools, Guaranty Agencies (GAs), and Direct Loans.

Reported By ID

The identification number of the organization that reported information displayed on Enrollment pages. For schools, this number is their [OPEID](#); for guaranty agencies, it is their guaranty agency number.

Return of Funds

The amount of funds returned to a lender for a loan disbursed to a student who is no longer eligible due to withdrawing from courses, or never attending class for which the loan was intended.

Return of Funds Date

The date a lender receives a return of funds disbursed for a student from the school.

SAIG

See [Student Aid Internet Gateway](#).

Scheduled Submittal Date

The date that the NSLDS expects to process or has processed a data provider input.

School

A postsecondary educational institution.

School Batch

As a [Certification Method](#), indicates that the school certified enrollment information through the batch enrollment reporting process.

SEOG

See [Supplemental Education Opportunity Grant](#).

Separate Loan Indicator

An indicator used to differentiate among multiple loans with the same loan date for the same borrower and student attending the same school.

Servicer Name (Schools Only)

For schools that use a third-party servicer to send enrollment information to NSLDS, the name of the servicer.

Split Files Indicator (Schools Only)

For schools that use a third-party servicer, a Yes or No option indicating whether the servicer submits enrollment information for all the schools it services as a single file (No) or as a series of separate files (Yes).

SSCR

Student Status Confirmation Report.

SSN

Social Security Number.

Status

The enrollment status indicated by a student's [Enrollment Code](#).

Statuses in Effect

On the Enrollment Timeline page, the dates during which a set of enrollment statuses were in effect.

Student Aid Internet Gateway

The virtual network used to send and receive student aid data files over the Internet.

Student Designator

The student identifier used by a school on its own internal database or tracking system.

Submittal File

The validated, snapshot image of a data provider's database file that is transmitted to and updates the NSLDS database.

Submittal Pass Rate (%)

The percentage of detail records extracted from the data provider database that contained no errors and updated the NSLDS database.

Submittal Processed Date

The date that the NSLDS completely processed the submittal file.

Submittal Received Date

The date that the NSLDS received the incoming submittal file.

Subsidized Loans

A loan for which the federal government pays the interest during in-school, grace and deferment periods.

Supplemental Education Opportunity Grant

A Title IV campus-based grant program for undergraduate students of exceptional financial need who have not completed their first baccalaureate degree.

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TG Number

The number assigned to a user's [SAIG](#) mailbox. This is the mailbox to which all Reports are sent.

Total Records Extracted

The total number of detail records extracted from the data provider database for submission to the NSLDS. This number may include records that were in error and did not update the NSLDS database.

Transfer Monitoring Alert

Information generated by the NSLDS as a result of the Transfer Monitoring process. The Alert tells a school that new information has been reported that may affect eligibility for Title IV Financial Aid on one or more students on that school's Transfer Monitoring List.

Transfer Monitoring Inform

Information provided to the NSLDS by a school or servicer. The Inform consists of identifiers and Enrollment Begin dates for one or more students that the school has identified as Transfer students. The Inform tells the NSLDS to monitor those student records for information being reported that may affect eligibility for Title IV Financial Aid.

Transfer Monitoring List

List of students a school has identified as Transfer Students, and requested the NSLDS to monitor for reported record changes.

Transfer Monitoring Process

Process through which the NSLDS reviews records of students submitted by various schools/servicers and looks for reported changes which may affect Title IV eligibility.

Type

Indicates what form of Enrollment Reporting file the NSLDS will send an organization. Files can be either [Ad Hoc](#) or [Regular](#).

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Update date

The date when the update was performed.

Update user name

The name of the person that performed the update.

URL

Uniform Resource Locator. A URL consists of an access method (http, ftp, etc.), an internet address, and a page or file name.

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Last updated: December 21, 2001

close

Loan History

Purpose of this page

The Loan History page displays the following:

- Icons warning or informing users that the student or PLUS borrower meets one or more conditions that may affect his or her eligibility for further aid.
- Aggregate information about all loans for which the student or PLUS borrower is personally responsible.
- Information about Master Promissory Notes on Direct Stafford or Direct PLUS loans taken out by the student or PLUS borrower, or on Direct PLUS loans taken out by a parent or guardian on behalf of the student.
- Summary information about all loans received by the student or PLUS borrower, as well as PLUS loan taken out on behalf of the student.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to access a student's Loan History

To access a student's loan history:

1. Type **SSN**, **First Name**, and **DOB**.
2. Click **Retrieve**.

How to interpret Warning Symbols and Information Icons

The warning and informational icons at the top of the Loan History page reflect the status of loans and other aid for which the borrower is personally responsible. Users wishing to check the status of PLUS borrowers who have taken out loans on behalf of students should view the Loan History page for the PLUS borrowers and not rely on the student's page to verify the eligibility of the PLUS borrower for further aid.

- **Bankruptcy**—The borrower has one or more loans in active bankruptcy status.
- **Defaulted**—The borrower has one or more loans in default status.

- **Overpayment**—The student has one or more active overpayments in the NSLDS database.
- **Discharge**—The borrower has one or more loans with a discharge code. Discharges are identified according to the following order of precedence.
 - *Death*
 - *Reaffirm*
 - *Conditional*
 - *Permanent*
 - *Multiple*
- **Additional Unsub**—The borrower has a Direct Stafford Unsubsidized (D2) loan with Additional Health Profession or PLUS Denial indicators.
- **Sub Limit**—The borrower is nearing or exceeds the aggregate limit for subsidized loans.
- **Combined Limit**—The borrower is nearing or exceeds the aggregate limit for subsidized and unsubsidized loans combined.
- **Pell Grant**—The borrower has received one or more Pell Grants.

How to add information to Transfer Monitoring List

Directly below the warning icons, if any appear, school users will see a message that states whether the borrower is on their school's Transfer Monitoring list and a button that will allow them either to add the borrower to their Student Monitoring list or to view the borrower's status if he or she is already on their Transfer Monitoring list.

To add a student to Transfer Monitoring List:

- Click **Add Student to Monitoring List**.

To view this student's information on the Transfer Monitoring List:

- Click **Student Monitoring Detail**.

How to interpret the Aggregate Loan Information

The Aggregate Loan Information table displays the Loan Type, Outstanding Principal Balance, Pending Disbursements, and Total for various aggregates. Only loans for which the borrower is directly responsible affect the aggregate totals. PLUS loans taken out by a parent on behalf of a student do not figure into the student's aggregate totals.

- **Loan Type**—Aggregate amounts are displayed for the following loan types:

- **Subsidized Loans**—Direct Stafford Subsidized (D1), FFEL Stafford Subsidized (SF), Direct Consolidation Stafford Subsidized (D6), and that portion of FFEL Consolidation (CL) loans that can be attributed to underlying subsidized loans.
- **Unsubsidized Loans**—Direct Stafford Unsubsidized (D2), Direct Consolidation Unsubsidized (D5), FFEL Refinanced Loan (RF), Non-subsidized FFEL Stafford Loan (SF), FFEL Supplemental Loan (SL), FFEL Stafford Unsubsidized (SU), FISL Federally Insured Loan (FI), and that portion of FFEL Consolidation (CL) loans that can be attributed to underlying unsubsidized loans.
- **FFEL Consolidation Loans, Unallocated**—That portion of FFEL Consolidation (CL) loans that cannot be attributed to underlying subsidized or unsubsidized loans. Since this amount counts against a student's combined borrowing limit, it may represent additional eligibility if a school can demonstrate that it should not count against that limit.
- **Combined Loans**—Direct Stafford Subsidized (D1), Direct Stafford Unsubsidized (D2), Direct Consolidation Unsubsidized (D5), Direct Consolidation Subsidized (D6), FFEL Refinanced Loan (RF), Subsidized and Non-subsidized FFEL Stafford Loan (SF), FFEL Subsidized Loan Supplemental (SL), FFEL Unsubsidized Stafford Loan (SU), FISL Federally Insured Loan (FI), FFEL Consolidation (CL).
- **FFEL Consolidated**—FFEL Consolidation Loan (CL).
- **Perkins**—Federal Perkins Loans - National Defense Loan (DU), Perkins Expanded Lending (EU), National Direct Student Loan (NU), Federal Perkins Loan (PU).
- **Outstanding Principal Balance**—Sums the Aggregate Outstanding Principal Balance for all loans held by the borrower.
- **Pending Disbursements**—Sums the net loan amount that is awaiting disbursement to the borrower for this aggregate.
- **Total**—Sums Aggregate Outstanding Principal Balance and Pending Disbursements.

Note: The sorting and filtering on the Loan Summary table below does not affect these aggregates.

How to interpret Master Promissory Notes

The Master Promissory Note (MPN) table displays codes to indicate whether the student or PLUS borrower whose information is displayed on the Loan History page has any MPNs on Direct Stafford or Direct PLUS loans. In addition, it displays an MPN code for any PLUS borrowers who have taken out Direct PLUS loans on behalf of the student displayed on the page. The codes are defined as follows:

- **A**—Active Status
- **C**—Closed Status

- **I**—Inactive Status
- **N**—No MPN

Note: For the student or PLUS borrower displayed on the LoanHistory page, a code of "N" can mean either that the student or PLUS borrower has not taken out any Direct Stafford or Direct PLUS loans at all, or that the student or PLUS borrower has taken out such loans but that they do not have MPNs associated with them.

For PLUS borrowers who have taken out loans on behalf of the student displayed on the Loan History page, a code of "N" can only mean that the PLUS borrower has taken out one or more Direct PLUS loans on behalf of the student but there is not any MPN associated with those loans.

How to sort and filter the Loan Summary

The default setting for the Loan Summary displays data for every loan taken out by the student, or taken out by a PLUS borrower on behalf of a student, sorted by Loan Date.

You may choose which loans to display and the sort order by using the Sort by and Display Only options.

To use Sort by:

1. In the **Sort by** list, select a sort option.
2. Click **Submit**.
3. The page is updated with the new sequence numbers.

To use Display Only:

1. In the **Display Only** list, select an option.
2. Click **Submit**.

The sorting and filtering options that are currently in use display below the box containing the sort and filter options. Please remember that the filtering options you select will affect which of the borrower's loans display on the page. If you don't see a loan you are looking for, check the filter option to make sure that it hasn't excluded from display the loan you seek.

Only 20 loans display per page. If the student has more than 20 loans, the Next Group arrow icon appears. Click this to view the next page of loans. Click the Previous Group arrow icon to view the previous page of loans.

How to interpret Loan Summary

Using the default filter, Loan Summary displays information about every loan taken out by the student or PLUS borrower. If a student's parent borrowed PLUS loans on behalf of the student, those loans are also in the student's Loan Summary, even though they do not affect the student's warning icons or aggregate totals. The name of the parent taking out a PLUS loan on behalf of the student displays on the Loan Detail page for that

loan.

The Loan Summary information displays the following:

- **Loan Type**—The type of Title IV award made with a formal agreement for repayment with interest. The Loan Types are defined as follows:

Program	Code	Description
FFEL	CL	FFEL Consolidation
	PL	FFEL PLUS
	RF	FFEL Refinanced
	SF	FFEL Stafford Sub or FFEL Stafford Non-Sub
	SL	Supplemental Loan (SLS)
	SU	FFEL Stafford Unsub
FDLP	D1	Direct Stafford Subsidized
	D2	Direct Stafford Unsubsidized
	D4	Direct PLUS
	D5	Direct Consolidation Unsub
	D6	Direct Consolidation Sub
	D7	Direct PLUS Consolidation
FISL	FI	Federally Insured (FISL)
Perkins	DU	National Defense Loan
	EU	Perkins Expanded Lending
	IC	Income Contingent (ICL)
	NU	NDSL
	PU	Federal Perkins

- **Status**—A two-character code and description indicating the status of a loan.

Code	Description
AE	Loan Transferred to New Holder
AL	Abandoned Loan
BC	Bankruptcy Claim, Discharged
BK	Bankruptcy Claim, Active

CA	Cancelled
CS	Closed School Discharge
DA	Deferred
DB	Defaulted, Then Bankrupt, Active, Chapter 13
DC	Defaulted, Compromise
DD	Defaulted, Then Died
DE	Death
DF	Defaulted, Unresolved
DI	Disability
DK	Defaulted, Then Bankrupt, Discharged, Chapter 13
DL	Defaulted, In Litigation
DN	Defaulted, Paid in Full Through Consolidation Loan
DO	Defaulted, Then Bankrupt, Active, Other
DP	Defaulted, Paid in Full
DR	Defaulted Loan Included in a Rolled-Up Loan
DS	Defaulted, Then Disabled
DT	Defaulted, Collection Terminated
DU	Defaulted, Unresolved
DW	Defaulted, Write-off
DX	Defaulted, Six Consecutive Payments
DZ	Defaulted, Six Consecutive Payments, Then Missed Payment(s)
FB	Forbearance
FC	False Certification Discharge
IA	Loan Originated
ID	In School or Grace Period
IG	In Grace Period
IM	In Military Grace
IP	In Post-Deferment Grace Period
IT	Loan Transferred by DCS
OD	Defaulted, Then Bankrupt, Discharged, Other
PC	Paid in Full Through Consolidation Loan
PF	Paid in Full

PM	Presumed Paid in Full
PN	Non-Defaulted, Paid in Full Through Consolidation Loan
RF	Refinanced
RH	Loan Transferred by DCS to Sallie Mae
RP	In Repayment
TG	Loan Transferred by DCS to GA927
UA	Temporarily Uninsured-No Default Claim Requested
UB	Temporarily Uninsured-Default Claim Denied
UC	Permanently Uninsured/Unreinsured-No Default Claim Requested
UD	Permanently Uninsured/Unreinsured-Default Claim Denied
UI	Unreinsured
XD	Defaulted, six consecutive payments

The loan status code is blue and underlined if the student is not in default, yellow and underlined if the student is in default. The loan status codes are hyperlinks back to the Loan Status Code list above.

- **School name and OPEID**—The school that the student attended when the loan was obtained.
- **Guaranteed Amt** (for FFEL)—The original loan amount, before any cancellations.
- **Approved Amt** (for Direct Loans and Perkins Loans)—The original loan amount, before any cancellations.
- **Disbursed Amt**—The cumulative net amount of the loan actually disbursed to a borrower.
- **OPB (Outstanding Principal Balance)**—The cumulative dollar amount due on a loan. A red "C" to the left of the label indicates capitalized interest. If there is no dollar value in this field, but the loan is still in an open status, an informational icon will display in this field. Pass your cursor over the icon for an explanation. The explanation will also display as a note at the bottom of the page.
- **Agg. OPB**—The amount that is added to the student's aggregate Outstanding Principal Balance, and so the amount that counts against the student's combined loan limit. How this value is calculated depends on the loan type and when the loan was issued.
- **Loan Date**—For FFEL, the date the loan was originally guaranteed; for Direct Loan and Perkins loans, the date the loan was originally approved.
- **Sep. Loan Ind (Separate Loan Indicator)**—An indicator used to differentiate among multiple FFEL loans awarded on the same loan date to the same borrower attending the same school. This field is used mostly by Guaranty Agencies.

- **Loan Period**—The period of study for which the loan was originally taken out.
- **Last Disb. Date (Last Disbursement Date)**—The dollar amount of the most recent disbursement to the borrower for a specific loan.
- **Last Disb. Amt (Last Disbursement Amount)**—The amount that is added to the student's aggregate Outstanding Principal Balance, and so the amount that counts against the student's combined loan limit. How this value is calculated depends on the loan type and when the loan was issued.
- **Acad. Lv (Academic Level)**—The student's academic level at the time the loan was provided. The codes are defined as follows:

Code	Definition
1	Freshman/First Year (including proprietary institution programs that are less than 1 year in duration)
2	Sophomore/Second Year
3	Junior/Third Year
4	Senior/Fourth Year
5	Fifth/Other Undergraduate (may include sixth year undergraduate and continuing education students)
A	First Year Graduate/Professional
B	Second Year Graduate/Professional
C	Third Year Graduate/Professional
D	Beyond Third Year Graduate/Professional
G	Graduate/Professional, year of study unknown
N	Not available (to be used only if the date of the first disbursement is prior to July 23, 1992, and data provider does not have required attribute)

- **Unsubsidized Code**—Indicates that a Direct Stafford Unsubsidized (D2) loan was awarded as an Additional Unsubsidized loan. Additional Unsubsidized loans are identified by the following codes:
 - P—PLUS loan denial
 - H—Enrollment in eligible Health Profession programs
 - B—Both
 - **Discharge Code**—Indicates that the loan has been discharged. Discharges are identified by the following codes:
 - D—Death
 - R—Reaffirm
 - C—Conditional
 - P—Permanent
 - M—Multiple

- **GA (Guaranty Agency)**—The name and code of the Guaranty Agency associated with the loan.
- **Lender**—The name and code of the lender associated with the loan.

When reviewing the Loan Summary information, keep in mind the following:

- If a lock icon appears to the left of the Loan Type, the loan is batch locked.
- Income Contingent Loans (IC) are listed in Loan Summary but do not figure into the Aggregate totals.
- PLUS Loans—FFEL PLUS (PL), Direct PLUS (D4), and Direct Consolidation PLUS (D7) taken out on behalf of a student appear in the student's Loan Summary information but do not figure into the student's Aggregate totals. Such loans are added to the Aggregate totals on the PLUS borrower's Loan History.

To obtain detailed information about each loan, click the number to the left of the loan header or click the Loan Detail button to the right of the header to view the Loan Detail page for that loan. The numbering of the list is for display purposes only. Sorting or filtering the list rennumbers it.

At the bottom of the page, links are provided to view the next page of the student's record, to view the previous page or the top of the current page or to view the Privacy Act page. There is also a legend defining the various icons that may appear within the Loan Summary section of this page.

Last updated: September 25, 2003

close

Loan Detail

Purpose of this page

The Loan Detail page displays historical information for a loan: loan details; loan amounts; loan activities; loan status changes; loan claim details; loan collection details; and Guaranty Agency/Lender/Service Agent History.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret Details for Loan

The Details for Loan table displays the following information:

- **Loan Type**—The type of Title IV award made with a formal agreement for repayment with interest. The loan types are defined as follows:

Program	Code	Description
FFEL	CL	FFEL Consolidation
	PL	FFEL PLUS
	RF	FFEL Refinanced
	SF	FFEL Stafford Sub or FFEL Stafford Non-Sub
	SL	Supplemental Loan (SLS)
	SU	FFEL Stafford Unsub
FDLP	D1	Direct Stafford Subsidized
	D2	Direct Stafford Unsubsidized
	D4	Direct PLUS
	D5	Direct Consolidation Unsub
	D6	Direct Consolidation Sub
	D7	Direct PLUS Consolidation
FISL	FI	Federally Insured (FISL)
Perkins	DU	National Defense Loan
	EU	Perkins Expanded Lending

	IC	Income Contingent (ICL)
	NU	NDSL
	PU	Federal Perkins

- **Loan Period Start**—The beginning date of when classes are (or were) to begin for the period covered by the loan.
- **Loan Period End**—The ending date of when classes ended (or were to end) for the period covered by the loan.
- **Date Entered Repayment**—The date the student entered or is scheduled to enter repayment.
- **Borrowed at OPEID**—The eight-digit ED code for the school where the student was enrolled or accepted for enrollment at the time the loan was originated.
- **Borrowed at Name**—The name of the school where the student was enrolled or accepted for enrollment at the time the loan was originated. Click the name of the organization to link to its Organization Contact list. *Default School for Consolidated Loans* is listed as a school name when the loan is an FFEL Consolidation Loan. This is in accordance with reporting requirements and has no bearing on the status of the loan. These loans may be entered into when a student completes his/her program of study at a particular school and wants to consolidate loans received from different schools.
- **Academic Level**—The student's academic level at the time the loan was provided. The codes are defined as follows:

Code	Definition
1	Freshman/First Year (including proprietary institution programs that are less than 1 year in duration)
2	Sophomore/Second Year
3	Junior/Third Year
4	Senior/Fourth Year
5	Fifth/Other Undergraduate (may include sixth year undergraduate and continuing education students)
A	First Year Graduate/Professional
B	Second Year Graduate/Professional
C	Third Year Graduate/Professional
D	Beyond Third Year Graduate/Professional
G	Graduate/Professional, year of study unknown

N	Not available (to be used only if the date of the first disbursement is prior to July 23, 1992, and data provider does not have required attribute)
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- **Data Provider Loan ID**—A code used by the data provider (Guaranty Agency, Direct Loan Servicer, Debt Collection Service or Perkins school) for internal loan identification.
- **Separate Loan Ind**—An indicator used to differentiate among multiple loans of the same loan date for the same borrower or student attending the same school. This field is used mostly by Guaranty Agencies.
- **Interest Rate**—The interest rate that is applied to the loan. A variable interest rate is indicated by the abbreviation VAR.

How to interpret Amounts for Loan

The Amounts for Loan table displays the loan amount, outstanding principal balance, and outstanding interest:

- **Date**
 - **Loan**—The date the loan was originated.
 - **Outstanding Principal Balance**—The date the outstanding principal balance was updated.
 - **Outstanding Interest**—The date the outstanding interest balance was updated.
- **Amount**
 - **Loan**—The original loan amount before any cancellations.
 - **Outstanding Principal Balance**—The cumulative dollar value due on a loan.
 - **Outstanding Interest**—The cumulative accrued outstanding interest balance on the loan.
 - **Calculated Subsidized Agg. OPB**—For FFEL Consolidation loans only, the amount of the loan, calculated on the basis of the underlying loans, that counts towards a student's aggregate subsidized outstanding principal balance.
 - **Calculated Unsubsidized Agg. OPB**—For FFEL Consolidation loans only, the amount of the loan, calculated on the basis of the underlying loans, that counts towards a student's aggregate unsubsidized outstanding principal balance.
 - **FFEL Consolidation, Unallocated Agg. OPB**—For FFEL Consolidation loans only, the amount of the loan, calculated on the basis of the underlying loans, that does not count towards subsidized or unsubsidized aggregate outstanding principal balance.

- **Combined Agg. OPB**—For FFEL Consolidation loans only, the amount of the loan, calculated on the basis of the underlying loans, that does not counts towards a student's aggregate combined outstanding principal balance.
- **Other Fees**—The accumulated fees added to late or defaulted loans. Examples of other fees are late fees, collection costs, or court costs.

How to interpret Activities for Loan

The Activities for Loan table displays the disbursement, canceled, refund, and deferment activities for each loan. The table shows the date and amount for each activity. If the loan has no event activity, the table displays N/A (not available) for the disbursements.

- **Action Date**

- **Disbursements**—The date that the latest loan disbursement was made.
- **Canceled**—The date when all or part of the Title IV loan was canceled.
- **Refunds**—The date that a lender received a refund from the school.

- **Amount**

- **Disbursements**—The amount of disbursements released to a borrower.
- **Canceled**—The cumulative amount of the Title IV loan that was canceled.
- **Refunds**—The amount of refund paid to a lender on a loan.

- **Start Date**

- **Deferments**—The date when a legal deferment actually begins.

- **End Date**

- **Deferments**—The date when a legal deferment is projected to end or actually ends. Includes post-deferment grace period if applicable.

- **Type**

- **Deferments**—One of the legal reasons for postponing repayment of loan principal and interest. The codes for the deferment types are defined as follows:

Deferment Type	Description
AC	Action Programs
AP	Armed Forces or PHS
EH	Economic Hardship

EP	Full-Time Family Service to High Risk
FM	Full-Time Teacher of Math
FN	Full-Time Nurse/Medical Tech
FP	Full-Time Provider
FS	Full-Time Special Ed Teacher
FT	Full-Time Student
GF	Graduate Fellowship Program
HD	Head Start
HS	Hardship
HT	Half-Time Student
IR	Internship/Residency
LE	Law Enforcement
LF	Deferred Pending Loan Forgiveness Cancellation
NO	National Oceanic and Atmospheric Administration Corps
PC	Peace Corps
PL	Parental Leave
PP	Parental PLUS Borrower
RT	Rehabilitation Training
TD	Temporary Disability
TE	Tax-Exempt Organizations
TL	Teacher Low-Income Institution
TS	Teacher Shortage
UE	Unemployment less than 3 years
UN	Unemployment less than 2 years
WM	Working Mother

How to interpret Status Changes for Loan

The Status Changes for Loan table displays a history of the loan status code and the dates the statuses became effective for the loan. The most current loan status and effective date are displayed at the top of the list:

- **Date Changed**—The date a loan status first became effective, with no interruptions. (This date is not

necessarily the date the status was reported to the NSLDS. A loan status may have changed but not been updated in NSLDS for various reasons until months or years after the fact.)

- **Status**—The two-character code and description indicating the status of a loan. The loan status codes are defined as follows:

Code	Description
AE	Loan Transferred to New Holder
AL	Abandoned Loan
BC	Bankruptcy Claim, Discharged
BK	Bankruptcy Claim, Active
CA	Cancelled
CS	Closed School Discharge
DA	Deferred
DB	Defaulted, Then Bankrupt, Active, Chapter 13
DC	Defaulted, Compromise
DD	Defaulted, Then Died
DE	Death
DF	Defaulted, Unresolved
DI	Disability
DK	Defaulted, Then Bankrupt, Discharged, Chapter 13
DL	Defaulted, In Litigation
DN	Defaulted, Paid in Full Through Consolidation Loan
DO	Defaulted, Then Bankrupt, Active, Other
DP	Defaulted, Paid in Full
DR	Defaulted Loan Included in a Rolled-Up Loan
DS	Defaulted, Then Disabled
DT	Defaulted, Collection Terminated
DU	Defaulted, Unresolved
DW	Defaulted, Write-off
DX	Defaulted, Six Consecutive Payments
DZ	Defaulted, Six Consecutive Payments, Then Missed Payment(s)
FB	Forbearance
FC	False Certification Discharge

IA	Loan Originated
ID	In School or Grace Period
IG	In Grace Period
IM	In Military Grace
IP	In Post-Deferment Grace Period
IT	Loan Transferred by DCS
OD	Defaulted, Then Bankrupt, Discharged, Other
PC	Paid in Full Through Consolidation Loan
PF	Paid in Full
PM	Presumed Paid in Full
PN	Non-Defaulted, Paid in Full Through Consolidation Loan
RF	Refinanced
RH	Loan Transferred by DCS to Sallie Mae
RP	In Repayment
TG	Loan Transferred by DCS to GA927
UA	Temporarily Uninsured-No Default Claim Requested
UB	Temporarily Uninsured-Default Claim Denied
UC	Permanently Uninsured/Unreinsured-No Default Claim Requested
UD	Permanently Uninsured/Unreinsured-Default Claim Denied
UI	Unreinsured
XD	Defaulted, six consecutive payments

How to interpret Claim Details for Loan

The Claim Details for Loan table displays the following information:

- **Date**

- **Insurance Claim Payment**—The date when a Guaranty Agency paid an insurance claim or supplemental claim to a lender. (The *Loan Record Detail Report (LRDR)* may show an insurance claim payment date that is different than the one that displays here.)
- **Insurance Claim Refund**—The date when a Guaranty Agency received an insurance claim refund from a lender.
- **Reinsurance Claim Payment**—The date when a Guaranty Agency requested reinsurance.

- **Bankruptcy Claim Refund**—The date when a bankruptcy claim (previously paid as a reinsurance claim) was refunded to ED by a Guaranty Agency.
- **Supplemental Reinsurance Payment Request**—The date when a supplemental reinsurance claim request is submitted to ED by a Guaranty Agency
- **Repurchase Amount**—The date when a loan previously paid by a claim is repurchased by a lender (reasons may include loan rehabilitation).

- **Cumulative Amount**

- **Insurance Claim Payment**—The cumulative amount of principal and interest including supplemental claims paid to a lender by a Guaranty Agency for an insurance claim on an FFELP loan. Amount does not include claims that were made prior to repurchase.
- **Insurance Claim Refund**—The cumulative dollar amount of refund(s) from a lender to a Guaranty Agency. Refunds may occur because of an overpayment of a claim, late refunds from the institution to the lender, or borrower payments to the lender after default and prior to the request for reinsurance. If reinsurance has been requested from ED, report the amount as a collection. Amount does not include refunds that were made prior to repurchase.
- **Reinsurance Claim Payment**—The dollar amount of a reinsurance claim requested of ED by a Guaranty Agency. Amount does not include claims that were made prior to repurchase.
- **Bankruptcy Claim Refund**—The cumulative amount remitted to ED for bankruptcy claim refund(s) on a loan. A guarantor refunds reinsurance to ED after the following sequence of events: the guarantor pays a bankruptcy claim to a lender before the bankruptcy court decides whether the loan is discharged; the guarantor collects reinsurance from ED; and the loan is not discharged by bankruptcy court. Amount does not include refunds that were made prior to repurchase.
- **Supplemental Reinsurance Payment Request**—The cumulative dollar amount of supplemental reinsurance claim request(s) of ED by a Guaranty Agency. Amount does not include requests that were made prior to repurchase.
- **Repurchase Amount**—The total (non-cumulative) amount paid to a Guaranty Agency by a lender when an FFELP loan is repurchased (including repurchases of bankruptcy claims).

- **Reason Code**

- **Insurance Claim Payment**—The code indicating the reason the latest insurance claim, including supplemental claims, was paid to a lender.
- **Reinsurance Claim Payment**—The code indicating the reason the latest reinsurance claim, including supplemental insurance, was paid to a Guaranty Agency.

The reason codes include the following:

Reason Code	Description
IX	Direct Loan Default
IN	Income Contingent Negative Amortization
FC	False Certification
EX	Exempt
BO	Bankruptcy, Other
BC	Bankruptcy, Chapter 13
DI	Disability
DF	Default
DE	Death
CS	Closed School

- **Paid Date**

- **Reinsurance Claim Payment**—The date when the government pays a reinsurance claim to a guaranty agency.

- **Rate Code**

- **Reinsurance Claim Payment**—The code indicating the rate at which the government paid a claim to the Guaranty Agency on a specific loan. The rate codes include: Code 1 (100%); Code 2 (90%); Code 3 (80%); Code 0 (0%).

- **Ind. of Rehab.**

- **Repurchase Amount**—The indicator that a repurchased loan was a rehabilitated loan (that is, a defaulter made 12 consecutive payments on the loan and that it was sold to a lender by a Guaranty Agency). A 'Y' for yes or 'N' for no displays.

How to interpret Collection Details for Loan

The Collections for Loan table displays the following:

- **Date**

- **TOP**—The date when the Guaranty Agency last applied TOP (formerly IRS) offset principal and/or interest collections to a loan.
- **Collection**—The date when the Guaranty Agency last applied default collections (excluding TOP [formerly IRS] offset) or bankruptcy recovery to the loan principal and/or interest.

- **Cumulative Principal Amount**

- **TOP**—The cumulative amount collected and applied to principal through TOP (formerly IRS) offset. Amount does not include collections that were made prior to repurchase.
- **Collection**—The cumulative amount of Guaranty Agency default collections (excluding TOP [formerly IRS] collections) or bankruptcy recovery applied to loan principal. Amount does not include collections that were made prior to repurchase. Collections such as administrative wage garnishment (AWG) and state tax offsets are included.

- **Cumulative Interest Amount**

- **TOP**—The cumulative amount collected and applied to interest through TOP (formerly IRS) offset. Amount does not include collections that were made prior to repurchase.
- **Collection**—The cumulative amount of Guaranty Agency default collections (excluding TOP [formerly IRS] collections) or bankruptcy recovery applied to loan interest. Amount does not include collections that were made prior to repurchase. Collections such as administrative wage garnishment (AWG) and state tax offsets are included.

How to interpret Guaranty Agency/Lender/Servicer Agent History

The Guaranty Agency/Lender/Servicer Agent History table displays a history of the holders of the loan:

- **Start**

- **Guaranty Agency**—The date the agency started overseeing the loan.
- **Lender**—The date the lender started holding the loan.
- **Servicer Agent**—The date the agent started servicing the loan.

- **End**

- **Guaranty Agency**—The date the agency stopped overseeing the loan. The value of Current indicates the agency is overseeing the loan now.
- **Lender**—The date the lender stopped holding the loan. The value of Current indicates the lender is holding the loan now.
- **Servicer Agent**—The date the servicing agent stopped servicing the loan. The value of Current indicates the agent is servicing the loan now.

- **Code**—An ED-assigned number for each GA, Lender, or Servicer Agent for the specified loan.

- **Name**—The name of the GA, Lender, or Servicer Agent for the specified loan. Click the name of the Guaranty Agency, Lender, or Servicer Agent to link to its Organization Contact List.

When viewing the Loan Detail page, keep in mind the following:

- PLUS Loan information may appear at the top of this page below the Identifier information. It displays either the PLUS borrower's or the student's Name, SSN, and DOB (that is, you can view information on this loan by either typing the PLUS borrower's SSN or by typing the child's SSN when accessing Loan History).
- A PLUS Loan is a loan whereby the borrower is a parent who borrows on behalf of a student. Any PLUS loans appear on the student's Loan History. They are not added into the student's aggregate amounts, nor does a default status on any PLUS loans prevent a student from borrowing for himself or herself.

Last updated: August 4, 2003

close

Borrower Name History

Purpose of this page

The Borrower Name History page lists name changes for a borrower in the NSLDS.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Borrower Name History

The borrower's Name, SSN, and Date of Birth display in the identifier box. In the table below, you can view the history of first and last names provided to NSLDS. The names are listed with the most recent first.

Note:

If the history icon (the letter **H**) displays next to the borrower's SSN, click the icon to navigate to the **Borrower SSN History** page.

Last updated: July 1, 2001

close

Borrower SSN History

Purpose of this page

The Borrower SSN History page lists the Social Security Numbers with which the borrower has been reported in the past.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Borrower SSN History

The borrower's Name, SSN, and Date of Birth display in the identifier box. In the table below, you can view the borrower's list of previous SSNs, which are listed with the most recent first.

If the history icon (the letter **H**) displays next to the borrower's name, click the icon to link to the Borrower Name History page.

Last updated: November 15, 2001

close

Student/Borrower Selection

Purpose of this page

The Student/Borrower Selection page displays the names of student borrowers or PLUS borrowers that are identified or have been identified with a particular Social Security Number. It will allow you to identify borrowers in the NSLDS database who have shared the same Social Security Number.. For example, one person may have borrowed as a student, and then taken out a PLUS loan for their dependent child. This page allows you to select the record you wish to view - the borrower as a student or as a PLUS borrower.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Student/Borrower Selection table

Student—Person who enrolled in an accredited institution and received Title IV aid.

- **Name**—name of Title IV Aid recipient.
- **Date of Birth**—date when a Title IV aid recipient was born.
- **SSN**—Social Security Number of a Title IV aid recipient.

PLUS Borrower—parent borrowing from an education loan program for their dependent child.

- **Name**—name of PLUS Borrower.
- **Date of Birth**—date when PLUS borrower was born.
- **SSN**—Social Security Number of PLUS Borrower.

To access the Loan History of the student or PLUS borrower, click on the numbered bullet next to the name of the borrower.

Last updated: July 1, 2001

close

Overpayment History

Purpose of this page

The Overpayment History page summarizes past and present Perkins Loan, Supplemental Educational Opportunity Grant (SEOG), and Pell Grant overpayments for students. You can add or update an overpayment if you have authorized access.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret Warning Symbols and Information Icons

The warning and informational icons at the top of the Loan History page reflect the status of loans and other aid for which the borrower is personally responsible. Users wishing to check the status of PLUS borrowers who have taken out loans on behalf of students should view the Loan History page for the PLUS borrower and not rely on the student's page to verify the eligibility of the PLUS borrower for further aid.

- **Bankruptcy**—The borrower has one or more loans in active bankruptcy status.
- **Defaulted**—The borrower has one or more loans in default status.
- **Overpayments**—The student has one or more active overpayments in the NSLDS database.
- **Discharged**—The borrower has one or more loans with a discharge code. Discharges are identified according to the following order of precedence.
 - *Death*
 - *Reaffirm*
 - *Conditional*
 - *Permanent*
 - *Multiple*
- **Additional Unsub**—The borrower has a Direct Stafford Unsubsidized (D2) loan with Additional Health Profession or PLUS Denial indicators.
- **Sub Limit**—The borrower is nearing or exceeds the limit for subsidized loans.
- **Combined Limit**—The borrower is nearing or exceeds the limit for subsidized and unsubsidized loans combined.
- **Pell Grants**—The borrower has received one or more Pell Grants.

How to add and update an Overpayment

- To add an Overpayment, click **Add Overpayment**.
- To update the Overpayment History, click the number icon.
- To access the Organization Contact page, click the school name.

How to interpret the Overpayment History

The Overpayment History table, sorted in ascending order by school, school branch, disbursement date, and type, displays the following information:

- **Type**—The Title IV student assistance funds type for which the student has received an amount in excess of what the student is eligible to receive. Three types are maintained in NSLDS:
 - **Perkins**—Federal Perkins Loans. These loans include the National Defense Loan (DU), the Perkins Expanded Lending (EU), the National Direct Student Loan (NU), and the Federal Perkins Loan (PU).
 - **SEOG**—Federal Supplemental Education Opportunity Grant, a campus-based program. These grants go to undergraduate students of exceptional financial need who have not completed their first baccalaureate degree and who are financially in need of this grant to enable them to pursue their education.
 - **Pell Grant**—A federal award to help undergraduates pay for their education after high school.
- **Ind**—One of three identifiers that indicate the status of the overpayment.
 - **Overpayment**—This is the value that a school uses when first entering an active overpayment into the system. It means that the student owes the overpayment, has not made satisfactory arrangements to repay, and should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.
 - **Repaid**—This value means that a previously reported overpayment that was in either an active Overpayment or Satisfactory Arrangement Made status has been fully repaid by the student. Schools should update the NSLDS when the final payment has been made. The date that the final payment of the overpayment was made should be entered at that time. A value of Repaid will not produce the Overpayment flags and messages on SARs and ISIRs.
 - **Satisfactory Arrangement Made**—This value means that while the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. This status, when reported to other schools on a SAR or ISIR (or in the FAT process of the NSLDS), will provide documentation that the student may continue to receive Title IV aid. In the event that the student fails to meet the commitment made with the school for

the arrangements to repay, the school should immediately reset the Overpayment Indicator to Overpayment. A status of Satisfactory Arrangement Made will not produce the Overpayment flags and messages on SARs and ISIRs.

- **Disbursement Date**—Date the award was made.
- **Repayment Date**—Date the overpayment was satisfied.
- **Create Date**—Date the overpayment was entered into NSLDS. This is automatically updated with the system date.
- **Source**—Codes identifying where the overpayment exists:
 - **Transfer**—When a school has transferred an overpayment to the Department of Education's Debt Collection Service (DCS), the school should update the previously reported overpayment information in NSLDS by changing the Source field from SCH to TRF. This change will not invalidate the overpayment, but it will inform any user of the system that the debt is in the process of being transferred from the school to DCS.
 - **School**—Whenever a school is attempting to add a new or update an existing overpayment record, this field is automatically updated with SCH.
 - **ED Region**—The debt is now held by one of the U.S. Department of Education's Debt Collection Service regional offices.
 - **Updated**—The date the overpayment was last updated and the person performing the update is shown under the Source. This information is automatically updated by the system.

Last updated: February 20, 2003

close

Overpayment Add

Purpose of this page

The Overpayment Add page allows you to add overpayment information about a Title IV grant or a Perkins loan.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to add Overpayment information

To add overpayment information:

1. In the **School OPEID** box, type the school code.
2. In the **Type** list, click an option. (See list of definitions below)
3. In the **Disbursement Date** box, type the Disbursement Date.
4. In the **Indicator** list, click an option. (See list of definitions below)
5. In the **Repayment Date** box, type the Repayment Date, if applicable.
6. In the **Source** list, click an option. (See list of definitions below)
7. Click **Submit**.

Notes:

1. The **School OPEID** will automatically appear if you represent a school.
2. **Org Search** allows you to search and select a **School OPEID**. Click **Org Search** and select a School OPEID by clicking the numbered bullet next to the school. Your selection will appear in the School OPEID box.

How to interpret Overpayment Add information

The Overpayment Add page displays the following information:

- **School OPEID**—An eight-digit ED OPE code used to identify the school and school branch.
- **Type**—The Title IV student assistance funds type for which the student has received an amount in excess of what the student is eligible to receive. The following Types are maintained in the NSLDS:

- **FEDERAL PELL GRANT**—A Federal award. These grants help undergraduates pay for their education.
- **PERKINS LOAN**—Federal Perkins Loans. These loans include the National Defense Loan (DU), the Perkins Expanded Lending (EU), the National Direct Student Loan (NU), and the Federal Perkins Loan (PU).
- **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**—Federal Supplemental Education Opportunity Grant. A campus-based grant program based on financial need for undergraduate students who have not completed their first baccalaureate degree.
- **Disbursement Date**—The date the aid was disbursed. It is important to note that the Disbursement Date the school uses must be the same date that the school used on the letters and forms assigning the obligation to Debt Collection Service.
- **Indicator**—One of three codes identifying the status of the overpayment:
 - **OVERPAYMENT**—A school uses this Indicator when first entering an active overpayment into the system. It means that the student owes the overpayment and has not made a satisfactory arrangement to repay. Therefore, the student should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.

Note: When OVERPAYMENT is selected and submitted, the **Ind** box on the Overpayment History page will display OVERPAYMENT in red shading.

- **SATISFACTORY ARRANGEMENT MADE**—This Indicator means that although the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. A status of S reported to other schools on a SAR or ISIR (or in the FAT process of the NSLDS) will provide documentation that the student may continue to receive Title IV aid. In the event that the student fails to meet the commitment made with the school for the arrangements to repay, the school should immediately reset the Indicator to OVERPAYMENT.

Note: When SATISFACTORY ARRANGEMENT MADE is selected and submitted, the **Ind** box on the Overpayment History page will display SATISFACTORY ARRANGEMENT MADE.

- **REPAID**—This Indicator means that a previously reported overpayment in an active OVERPAYMENT or SATISFACTORY ARRANGEMENT MADE status has been fully repaid by the student. Schools should update the NSLDS when the final payment has been made. The date that the final payment of the overpayment was made should be entered at that time. A REPAID status will not produce the overpayment flags and messages on SARs and ISIRs.

Note: When REPAID is selected and submitted, the **Ind** box on the Overpayment History page will display REPAID.

- **Repayment Date**—The date the overpayment was paid in full.
- **Source**—One of three codes identifying where the overpayment exists:
 - **EDR - ED Region**—The debt is now held by one of the U.S. Department of Education's Debt Collection Service regional offices. This will also show the number assigned to the region currently holding the debt.
 - **TRF - Transfer**—When a school has transferred an overpayment to the Debt Collection Service (DCS), the school should update the previously reported overpayment information in the NSLDS by changing the Source from School to Transfer. This change will not invalidate the overpayment, but it will indicate that the debt is in the process of being transferred from the school to DCS.
 - **SCH - School**—Whenever a school is attempting to add a new or update an existing overpayment record, this box is automatically updated with School.

Last updated: August 14, 2001

close

Overpayment Add and Student Add

Purpose of this page

The Overpayment Add and Student Add page allows you to add student identifier information for a student who owes an overpayment on a Title IV grant or a Perkins loan.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to add Student Details and Overpayment Details

If you represent a school, the school OPEID will automatically appear. If you represent the Department of Education, you may enter the school OPEID.

To add Student Details and Overpayment Details:

1. In the **First Name** box, type student's first name.
2. In the **Middle Initial** box, type student's middle initial.
3. In the **Last Name** box, type student's last name.
4. In the **Date of Birth** box, type student's date of birth.
5. In the **School OPEID** box, type the school code.
6. In the **Type** list, click an option. (See list of definitions below)
7. In the **Disbursement Date** box, type the Disbursement Date.
8. In the **Indicator** list, click an option. (See list of definitions below)
9. In the **Repayment Date** box, type the Repayment Date, if applicable.
10. In the **Source** list, click an option. (See list of definitions below)
11. Click **Submit**.

Notes:

- The **Social Security Number** appears in a display only field. If your original search found a PLUS borrower in the NSLDS database, the SSN that displays will be the current SSN of that PLUS borrower. Otherwise, it will be the SSN you entered for the search. If the SSN that displays is not the current SSN of the student you wish to add to the NSLDS database, please call the Customer Service Center at **1-800-999-8219**, Monday through Friday from 8 a.m. to 8 p.m. ET.
- The **Social Security Number** will automatically appear because the student's SSN was typed in previously.

- The **School OPEID** will automatically appear if you represent a school.
- **Org Search** allows you to search and select a **School OPEID**. Click **Org Search** and select a School OPEID by clicking the numbered bullet next to the school. Your selection will appear in the School OPEID box.

How to interpret the Overpayment Details

The text boxes in Overpayment Details are defined as follows:

- **School OPEID**—An eight-digit ED OPE code used to identify the school and school branch.
- **Type**—The Title IV student assistance funds type for which the student has received an amount in excess of what the student is eligible to receive. The following types are maintained in the NSLDS:
 - **FEDERAL PELL GRANT**—A Federal award. These grants help undergraduates pay for their education.
 - **PERKINS LOAN**—Federal Perkins Loans. These loans include the National Defense Loan (DU), the Perkins Expanded Lending (EU), the National Direct Student Loan (NU), and the Federal Perkins Loan (PU).
 - **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**—Federal Supplemental Education Opportunity Grant. A campus-based program based on financial need for undergraduate students who have not completed their first baccalaureate degree.
- **Disbursement Date**—The date the aid was disbursed. It is important to note that the Disbursement Date the school uses must be the same date that the school used on the letters and forms assigning the obligation to Debt Collection Service.
- **Indicator**—One of three options identifying the status of the overpayment:
 - **OVERPAYMENT**—A school uses this indicator when first entering an active overpayment into the system. It means that the student owes the overpayment and has not made satisfactory arrangements to repay. Therefore, the student should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.

Note: When OVERPAYMENT is selected and submitted, the **Ind** box on the Overpayment History page will display OVERPAYMENT in red shading.

- **SATISFACTORY ARRANGEMENT MADE**—This indicator means that although the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. A status of **S** reported to other schools on a SAR or ISIR (or in the FAT process of the NSLDS) will provide documentation that the student may continue to receive Title IV aid. In the event that the student fails to meet the commitment made with the school for the

arrangements to repay, the school should immediately reset the Indicator to OVERPAYMENT.

Note: When SATISFACTORY ARRANGEMENT MADE is selected and submitted, the **Ind** box on the Overpayment History page will display SATISFACTORY ARRANGEMENT MADE.

- **REPAID**—This Indicator means that a previously reported overpayment in an active OVERPAYMENT or SATISFACTORY ARRANGEMENT MADE status has been fully repaid by the student. Schools should update the NSLDS when the final payment has been made. The date that the final payment of the overpayment was made should be entered at that time. A REPAID status will not produce the overpayment flags and messages on SARs and ISIRs.

Note: When REPAID is selected and submitted, the **Ind** box on the Overpayment History page will display REPAID.

- **Repayment Date**—The date the overpayment was paid in full.
- **Source**—One of three codes identifying where the overpayment exists.
 - **EDR - ED Region**—The debt is now held by one of the U.S. Department of Education's Debt Collection Service regional offices. This will also show the number assigned to the region currently holding the debt.
 - **TRF - Transfer**—When a school has transferred an overpayment to the Debt Collection Service (DCS), the school should update the previously reported overpayment information in NSLDS by changing the Source from School to Transfer. This change will not invalidate the overpayment, but it will indicate that the debt is in the process of being transferred from the school to DCS.
 - **SCH - School**—Whenever a school is attempting to add a new or update an existing overpayment record, this box is automatically updated with School.

Last updated: June 11, 2003

close

Overpayment Display

Purpose of this page

The Overpayment Display page displays a selected Overpayment listed on the Overpayment History page, which can be updated or deleted.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to update and delete an Overpayment

To update an overpayment:

- Click **Update**.

To delete an overpayment:

- Click **Delete**.

How to interpret the Overpayment Display

The Overpayment Display table displays the following information, if applicable:

- **School**—The school the student was attending when the Overpayment occurred.
- **Type**—The Title IV student assistance funds type for which the student has received an amount in excess of what the student is eligible to receive. Three types are maintained in NSLDS:
 - **FEDERAL PELL GRANT**—Federal award to help undergraduates pay for their education after high school.
 - **PERKINS LOAN**—These Federal loans include the National Defense Loan (DU), the Perkins Expanded Lending (EU), the National Direct Student Loan (NU), and the Federal Perkins Loan (PU).
 - **SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT**—A campus-based grant program for undergraduate students of exceptional financial need who have not completed their first baccalaureate degree.
- **Disbursement Date**—The date the student was issued the aid.
- **Ind** (Indicator Code)—One of three identifiers that indicate the status of the overpayment:
 - **OVERPAYMENT**—This is the value that a school uses when first entering an active overpayment into the system. It means that the student owes the overpayment, has not made

satisfactory arrangements to repay, and should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.

- **REPAID**—This value means that a previously reported overpayment that was in either an active Overpayment or Satisfactory Arrangement Made Overpayment status has been fully repaid by the student. Schools should update the NSLDS when the final payment has been made. The date that the final payment of the overpayment was made should be entered at that time. A status of Repaid will not produce the Overpayment flags and messages on SARs and ISIRs.
- **SATISFACTORY ARRANGEMENT MADE**—This value means that while the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. This status reported to other schools on a SAR or ISIR (or in the FAT process of NSLDS) will provide documentation that the student may continue to receive Title IV aid. In the event that the student fails to meet the commitment made with the school for the arrangements to repay, the school should immediately reset the overpayment Indicator field to Overpayment. A status of Satisfactory Arrangement Made will not produce the Overpayment flags and messages on SARs and ISIRs.
- **Repayment Date**—Date the overpayment was satisfied.
- **Source**—The Codes that identify where the overpayment exists:
 - **School**—The school currently holds the Overpayment.
 - **Transfer**—When a school has transferred an overpayment to the Department of Education's Debt Collection Service (DCS), the school will update the previously reported overpayment information in NSLDS by changing the Source field from School to Transfer. This change does not invalidate the overpayment, but it does mean that the debt is in the process of being transferred from the school to DCS.
 - **EDR** — ED Region. The debt is now held by one of the U.S. Department of Education's Debt Collection Service regional offices.
 - **Region Code**—If the debt is now held by the Department of Education's Debt Collection Service, this code indicates which office holds the debt.

Last updated: July 1, 2001

close

Overpayment Update

Purpose of this page

The Overpayment Update page allows you to update the overpayment status (Indicator), the repayment date, the source of overpayment, and the region, depending on access authority.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to update an overpayment

To update an overpayment:

1. In the **Indicator** list, click an overpayment status. (See list of definitions below.)
2. In the **Repayment Date** box, type the date the overpayment was repaid (if applicable).
3. In the **Source** list, click a source. (See list of definitions below.)
4. In the **Region Code** list, click a region code. (Only applicable to Department of Education users.)
5. Click **Submit**.

How to interpret the Indicator list

- **Indicator**—One of three options identifying the status of the overpayment:
 - **OVERPAYMENT**—This is the value that a school uses when first entering an active overpayment into the system. It means that the student owes the overpayment, has not made satisfactory arrangements to repay, and should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.
 - **REPAID**—This value means that a previously reported overpayment that was in either an active Overpayment or Satisfactory Arrangement Made status has been fully repaid by the student. Schools should update the NSLDS when the final payment has been made. The date that the final payment of the overpayment was made should be entered at that time. A status of Repaid will not produce the Overpayment flags and messages on SARs and ISIRs.
 - **SATISFACTORY ARRANGEMENT MADE**—This value means that while the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. This status, when reported to other schools on a SAR or ISIR (or in the FAT process of NSLDS), will provide documentation that the student may continue to receive Title IV

aid. In the event that the student fails to meet the commitment made with the school for the arrangements to repay, the school should immediately reset the overpayment Indicator field to Overpayment. A status of Satisfactory Arrangement Made will not produce the Overpayment flags and messages on SARs and ISIRs.

How to interpret the Source list

- **Source**—One of three options identifying where the overpayment exists:
 - **SCH - School**—The school currently holds the Overpayment.
 - **TRF - Transfer**—When a school has transferred an overpayment to the Department of Education's Debt Collection Service (DCS), the school should update the previously reported overpayment information in NSLDS by changing the Source field from School to Transfer. This change will not invalidate the overpayment, but it will inform any user of the system that the debt is in the process of being transferred from the school to DCS.
 - **EDR (ED Region)**—The debt is now held by one of the U.S. Department of Education's Debt Collection Service regional offices.
- **Region Code**—Numerical code of a Department of Education region.

Last updated: July 1, 2001

close

Overpayment Delete

Purpose of this page

The Overpayment Delete Confirmation page allows you to delete an Overpayment added in error.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to Delete an overpayment

1. Read the Confirmation statement.
2. Review the Overpayment information displayed below the Confirmation statement.
3. To delete, click **Confirm**.
4. If you do not want to delete, click the **Return to Overpayment Display** icon in the upper left corner of the page.

Last updated: July 1, 2001

close

Pell Grant History

Purpose of this page

The Pell Grant History page allows you to view Pell Grants that a student has been awarded.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret Warning Symbols and Information Icons

The warning and informational icons at the top of the Loan History page reflect the status of loans and other aid for which the borrower is personally responsible. Users wishing to check the status of PLUS borrowers who have taken out loans on behalf of students should view the Loan History page for the PLUS borrower and not rely on the student's page to verify the eligibility of the PLUS borrower for further aid.

- **Bankruptcy**—The borrower has one or more loans in active bankruptcy status.
- **Defaulted**—The borrower has one or more loans in default status.
- **Overpayments**—The student has one or more active overpayments in the NSLDS database.
- **Discharged**—The borrower has one or more loans with a discharge code. Discharges are identified according to the following order of precedence.
 - *Death*
 - *Reaffirm*
 - *Conditional*
 - *Permanent*
 - *Multiple*
- **Additional Unsub**—The borrower has a Direct Stafford Unsubsidized (D2) loan with Additional Health Profession or PLUS Denial indicators.
- **Sub Limit**—The borrower is nearing or exceeds the limit for subsidized loans.
- **Combined Limit**—The borrower is nearing or exceeds the limit for subsidized and unsubsidized loans combined.
- **Pell Grants**—The borrower has received one or more Pell Grants.

How to add and view the Transfer Monitoring information

Directly below the student identifiers is a message that states whether this student is on the school's Transfer Monitoring list. If the student is not on the Transfer Monitoring List for your school, there will be a message that states "Student is not on your school's Transfer Monitoring List." If the student is on the Transfer Monitoring List for your school, there will be a message that states "Student is on your school's Transfer Monitoring List."

To add student to Transfer Monitoring List:

- Click **Add Student to Monitoring List**.

To view this student's information on the Transfer Monitoring List:

- Click **Student Monitoring Detail**.

How to interpret Pell Grant History

The Pell Grant History table displays:

- **Award Year**—The school year in which the student received a Pell Grant, as reported by the awarding campus.
- **Scheduled Amount**—Scheduled amount of the Pell Grant award.
- **Award Amount**—The amount of the Pell Grant the school expects to pay the student based on the student's enrollment and school's cost of attendance.
- **Disbursed Amount**—The amount of the Pell Grant the school has disbursed to the student.
- **% Scheduled Used**—Percent of eligibility the student has used.
- **Disb (Latest Disbursement)**—Latest date the Federal Pell Grant Program processed the payment record.
Note: Beginning with the school year 1999/2000, this field is the date a disbursement is made to the student.
- **Posted by Pell**—The date when the Pell Grant is listed as disbursed on the Recipient Financial Management System (RFMS).
- **OPEID**—The name and OPEID of the school the student currently attends. From this field, you can link to the Organization Contact List page.
- **EFC**—(Expected Family Contribution) Index produced by the Congressional Methodology (CM)

program that assesses an applicant's financial needs.

- **Ver. Flag**—Result of verification by school. The flag values are defined as follows:
- **Tran**—Transaction number on the SAR or ISIR for the payment accepted by the school.

Flag	Value
N	Not selected by CPS (Central Processing System)
A	Accurate
W	Without documentation
T	Tolerance
C	Calculated
R	Reprocessed
S	Selected, not verified

Last updated: February 20, 2003

close

Student Access Interface

Purpose of this page

The Student Access Interface page links the NSLDS Financial Aid Professional (NSLDSFAP) Web site to the NSLDS Student Access (NSLDS) Web site. This interface allows you to view the borrower's financial aid records as the borrower would view them.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to link to the Student Access Web site

1. Enter the **SSN, Last Name** (First 2 characters), and **DOB**.
2. Click **Link**.
3. To return to the NSLDSFAP Web site, click **Back to FAP** at the bottom of the Financial Aid Review page.

Note: If you stay in the Student Access Web site for over 30 minutes, you will be *timed out* of the NSLDS FAP Web site.

Last updated: July 1, 2001

close

Organization Contact List

Purpose of this page

The Organization Contact List page displays contact information for an organization. The contact's function, first name/last name, phone/ext., and e-mail are listed on this page.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Organization Description

Below the navigation bar, the school's **Name**, **OPEID code**, **Status** and **Address**, appear as reported by the Postsecondary Education Participants System (PEPS). The Status contains one of the following:

- **Open** - School is an open institution.
- **Closed** - School has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the **New School Code** field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution.

How to search for an organization

The Organization Search Bar is located directly below the Navigation Bar. The Type, Code, and Name boxes appear here. When an organization is retrieved or selected, the organization identifier information will appear at the top of each of the organization pages.

To search for an organization:

1. Select the **Type** of organization you want to search for by clicking the down-arrow.
2. Type the **Code** or **Name** of the organization.
3. Click **Retrieve**.

Notes:

- The search results will match or closely match the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.
- The Code or Name can be typed partially in the respective text boxes in order to retrieve search results (i.e., you can type 'J', rather than 'John Doe University' in the Name box).
- If the organization you are searching for does not appear on the list, alter the punctuation and spelling. You must type the name exactly as it appears in NSLDS. For example, if you are searching for California State University in Sacramento, it must be typed 'California State University-Sacramento'. If you type 'California State University, Sacramento', it will not appear on the list.

How to navigate on this page

- Under **Function**, click the numbered bullet to view more information about this contact.
- Under **Email**, click the envelope icon to send e-mail to this contact. It will use your computer's default e-mail package.
- If you are authorized to add a new contact for this organization, click **Add New Contact**.
- If you are authorized to update or delete a contact for this organization, click the number of the contact to access the Organization Contact Detail page.

Note: No list will be displayed when no contacts have been entered on the NSLDS.

Last updated: July 1, 2001

close

Organization Contact Detail

Purpose of this page

The Organization Contact Detail page displays contact information for one of the organization's contacts.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Organization Description

Below the navigation bar, the school's **Name**, **OPEID code**, **Status** and **Address**, appear as reported by the Postsecondary Education Participants System (PEPS). The Status contains one of the following:

- **Open** - School is an open institution.
- **Closed** - School has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the **New School Code** field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution.

How to update contact detail

To update organization contact:

1. Click **Update**.
2. Type the contact information in the **Organization Contact Update** fields.
3. Click **Submit**.

After you submit the form, the page displays the updated information.

How to delete an Organization contact

To delete an organization contact:

1. Click **Delete**.
2. Review the contact information in the **Organization Contact Delete Confirm** page.
3. Click **Confirm**.

After you submit the form, the page displays the updated information.

Last updated: May 14, 2001

close

Organization Contact Update

Purpose of this page

The Organization Contact Update page allows users to update organization contact information that appears on the Organization Contact Detail page.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Organization Description

Below the navigation bar, the school's **Name**, **OPEID code**, **Status** and **Address**, appear as reported by the Postsecondary Education Participants System (PEPS). The Status contains one of the following:

- **Open** - School is an open institution.
- **Closed** - School has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the **New School Code** field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution.

Updating Organization Contact Information

The Organization Contact Detail page displays organization contact information that can be updated by clicking **Update** above the displayed contact information. The Organization Contact Update page displays the contact information boxes, where the information can be updated.

To update contact information:

1. Type updated information in the text boxes.
2. Click **Submit**.

Notes:

- Under **Functions**, you may select multiple functions by holding down the SHIFT key or CTRL key and clicking your selections.

- One person in an organization can be assigned multiple functions, but a function can only be assigned to one person in an organization.
- The name of the person who last updated the organization contact information and the date will be displayed on the Organization Contact Detail page.

Last updated: July 1, 2001

close

Organization Contact Delete

Purpose of this page

The Organization Contact Delete Confirmation page allows you to delete a Contact on the Organization Contact List.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Organization Description

Below the navigation bar, the school's **Name**, **OPEID code**, **Status** and **Address**, appear as reported by the Postsecondary Education Participants System (PEPS). The Status contains one of the following:

- **Open** - School is an open institution.
- **Closed** - School has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the **New School Code** field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution.

How to delete a Contact

1. Read the Confirmation statement.
2. Review the Contact information displayed below the Confirmation statement.
3. To delete the Contact, click **Confirm**.

Last updated: July 1, 2001

close

Organization Contact Add

Purpose of this page

The Organization Contact Add page allows you to add the organization contact information.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to add the organization contact information

To add the organization contact information:

1. In the **Available Functions** box, click a selection. (See Function Descriptions table below.)
2. In the **First Name** box, type the first name of the organization contact.
3. In the **Last Name** box, type the last name of the organization contact.
4. In the **Title** box, type the title of the organization contact.
5. In the **Phone** box, type the phone number of the organization contact.
6. In the **Ext** box, type the phone number extension of the organization contact.
7. In the **Fax** box, type the Fax number of the organization contact.
8. In the **E-Mail** box, type the e-mail address of the organization contact.
9. In the **URL** box, type the URL (Web site address, for example: <http://www.stateuniversity.edu>) of the organization contact.
10. In the **Address** box, type the address of the organization contact.
11. In the **City** box, type the city of the organization contact.
12. In the **State** box, click a selection.

13. In the **Zip Code** box, type the Zip code of the organization contact.

14. Click **Submit**.

When adding the organization contact information, keep in mind the following:

- In the Available Functions box, you may select multiple functions by holding down the SHIFT key or CTRL key and clicking your selections.
- One person in an organization can be assigned multiple functions, but a function can only be assigned to one person in an organization.

Function Descriptions

Function	Description
Primary Contact	For schools, the person responsible for overall NSLDS compliance, including Perkins submissions, Enrollment Reporting, and overpayment reporting. For guaranty agencies, the person responsible for compliance with monthly data feeds to the NSLDS. This person may <i>not</i> be able to answer questions on individual loans or students.
SSN/ID Issues	The person who can answer inquiries from schools and other data providers about student identifier conflicts. In most cases, the contact should be familiar with the monthly data provider feeds to the NSLDS, either Perkins or FFEL.
IS (Information Systems) Technical Issues	The person who can answer questions about the technical specifications of a school's or guaranty agency's computing environment.
Enrollment Reporting Issues	For schools, the person responsible for supplying enrollment information directly to the NSLDS or to the school's servicer. For guaranty agencies, the person responsible for updating loan records with enrollment data.
FAT/SAR/ISIR Issues	For schools, this person should be able to address a variety of financial aid issues, including Perkins, FFEL, Direct Loan, Aid Overpayment, and Pell Grant issues. For guaranty agencies, this person should be able to address the most recent information submitted to the NSLDS on a particular student.
Default Issues	For schools and guaranty agencies, the person involved in loan servicing who can respond to inquiries about an individual loan's repayment status.
Overpayment Issues	The school contact responsible for inputting and updating overpayment information.
Federal Perkins Issues	The school contact who can monitor cumulative amounts and discuss Perkins eligibility for individual students.

FFEL Issues	The school contact who can monitor cumulative amounts and discuss FFEL eligibility. For guaranty agencies, the person who can answer school inquiries on eligibility.
Direct Loan Issues	The school contact who can monitor cumulative amounts and discuss Direct Loan eligibility.
Pell Grant Issues	The school contact who can respond to Pell disbursement inquiries from other schools.
Cohort Default Rate Issues	For schools, the person who monitors the school's default rates or manages the school's default prevention program. For guaranty agencies, the person who can respond to school inquiries about default rates.
Perkins Data Provider Contact	The school or school servicer contact for monthly Perkins submissions. This person should be able to answer questions about the individual data elements that are reported to the NSLDS.
Guaranty Agency Contact	For guaranty agencies, this person should be the same as the primary contact.
Lender NSLDS Contact	Guaranty agencies should supply the contact person at specific lenders.
Customer Service	Borrowers main point of contact.

How to interpret the organization description

The organization description appears at the top of the page and displays the following information:

- **Name**—The name of the organization or school as reported by the Postsecondary Education Participants System (PEPS).
- **Code**—The school's OPEID code as reported by PEPS.
- **Type**—The type of organization.
- **Status**—The school's status as reported by PEPS. The status is one of the following:
 - *Open*—The school is an open institution.
 - *Closed*—The school is a closed institution.
 - *Merged*—The school has merged with another institution. This also displays the OPEID code of the institution that this school merged with. The OPEID code links to the Organization Contact List page for the remaining/merged institution.

- **Address**—The address of the organization or school as reported by PEPS.

Last updated: March 27, 2002

close

Organization Search

Purpose of this page

The Organization Search page allows you to search for an organization and view information about the organization. An organization can be an FDLP servicer, a Department of Education (ED) region, a guaranty agency, state agency, a lender, a lender branch servicer, or a school.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to search for an organization

The Organization Search Bar is located directly below the Navigation Bar. The Type, Code, and Name boxes appear here. Below this, the Optional filter criteria appears, where the search results can be filtered by typing and selecting information in the City and State boxes. When an organization is retrieved or selected, the organization identifier information will appear at the top of each of the organization pages.

To search for an organization:

1. Select the **Type** of organization you want to search for by clicking the down-arrow.
2. Type the **Code** or **Name** of the organization.
3. Click **Retrieve**.

Notes:

- The search results will match or closely match the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.
- The Code or Name can be typed partially in the respective text boxes in order to retrieve search results (i.e., you can type 'J', rather than 'John Doe University' in the Name box).
- If the organization you are searching for does not appear on the list, alter the punctuation and spelling. You must type the name exactly as it appears in NSLDS. For example, if you are searching for California State University in Sacramento, it must be typed 'California State University-Sacramento'. If you type 'California State University, Sacramento', it will not appear on the list.

To filter the search results:

1. In the **City** box, type in a city.
2. In the **State** box, select a state by clicking the down-arrow.
3. Click **Retrieve**.

4. Click **Clear** to clear the City and State boxes.

Note: The filtered search results appear according to the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.

The state codes are defined as follows:

STATE LOCATION CODE	NSLDS STATE OR AREA
AA	MILITARY LOCATION CODE
AE	MILITARY LOCATION CODE
AK	ALASKA
AL	ALABAMA
AP	MILITARY LOCATION CODE
AR	ARKANSAS
AS	AMERICAN SAMOA
AZ	ARIZONA
CA	CALIFORNIA
CM	NORTHERN MARIANAS ISLANDS
CN	CANADA
CO	COLORADO
CT	CONNECTICUT
CZ	CANAL ZONE
DC	DISTRICT OF COLUMBIA
DE	DELAWARE
FC	FOREIGN COUNTRY
FL	FLORIDA
FM	MICRONESIA
GA	GEORGIA
GU	GUAM
HI	HAWAII
IA	IOWA
ID	IDAHO
IL	ILLINOIS
IN	INDIANA

IQ	OTHER UNITED STATES TERRITORY OR POSSESSION
KS	KANSAS
KY	KENTUCKY
LA	LOUISIANA
MA	MASSACHUSETTS
MD	MARYLAND
ME	MAINE
MH	MARSHALL ISLANDS
MI	MICHIGAN
MN	MINNESOTA
MO	MISSOURI
MP	MARIANAS ISLANDS
MS	MISSISSIPPI
MT	MONTANA
MX	MEXICO
NC	NORTH CAROLINA
ND	NORTH DAKOTA
NE	NEBRASKA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NR	NON-RESIDENT, STATE UNKNOWN
NV	NEVADA
NY	NEW YORK
OH	OHIO
OK	OKLAHOMA
OR	OREGON
PA	PENNSYLVANIA
PC	PANAMA CANAL ZONE
PR	PUERTO RICO
PW	REPUBLIC OF PALAU
RI	RHODE ISLAND

SC	SOUTH CAROLINA
SD	SOUTH DAKOTA
TN	TENNESSEE
TT	TRUST TERRITORIES OF THE PACIFIC
TX	TEXAS
UT	UTAH
VA	VIRGINIA
VI	VIRGIN ISLANDS
VT	VERMONT
WA	WASHINGTON
WI	WISCONSIN
WK	WAKE ISLAND
WV	WEST VIRGINIA
WY	WYOMING

Last updated: August 21, 2001

close

Data Provider Schedule

Purpose of this page

The Data Provider Schedule displays a history of current, past, and future scheduled data provider submittals. The table is populated with information based on your logon ID and cannot be updated from this page.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Organization Description

Below the navigation bar, the school's **Name**, **OPEID code**, **Status** and **Address**, appear as reported by the Postsecondary Education Participants System (PEPS). The Status contains one of the following:

- **Open** - School is an open institution.
- **Closed** - School has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the **New School Code** field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution.

How to interpret the Data Provider Schedule

The Data Provider Schedule displays a list of up to 50 submittals. Data providers who have more than 50 submittals will see future submittals with the balance consisting of the most recent submittals. The records are sorted in descending order by the Scheduled Submittal Date and by the Received Date. Data providers who do not have a schedule set up with the NSLDS will see a message indicating this.

The Data Provider Schedule table displays the following information:

- **Scheduled Submittal Date**—The date NSLDS expects to process the submittal.
- **Received Date**—The date NSLDS received the incoming submittal.
- **Processed Date**—The date on which NSLDS completely processed the submittal.

- **Loan Records Extracted**—The total number of detail records extracted from the data provider database for this submission. This number may include records that were in error and did not update the NSLDS database.
- **Loans with Errors**—The total number of detail records extracted from the data provider database that included errors and did not update the NSLDS database.
- **Submittal Pass Rate (%)**—The percentage of detail records extracted from the data provider database that contained no errors and updated the NSLDS database.

Notes:

- The **Loans with Errors** and **Submittal Pass Rate (%)** columns will not appear for Guaranty Agency users, or for users viewing an organization other than their own.
- NSLDS no longer provides an Earliest Extract Date. Data Providers are expected to provide their information in a timely manner in accordance with the schedule. Submittals are not expected to be made more than one week prior to or after the scheduled submittal date. Submittals made too early will error out. Submittals made too late will not process, and the Data Provider will receive a “missed submittal” message.

Last updated: May 14, 2001

close

Repayment Information

Purpose of this page

The Repayment Information page displays the current repayment status of certain borrowers in FFEL and Direct Loan (DL) Programs who attended a school during a specific period. This information has no relationship to the calculation of a draft or final cohort default for a school and will not be used in that process. This data is provided solely for informational purposes and may not be used in any administrative procedure. The information reported is based on information provided by the guaranty agency that guaranteed the loan or by the Direct Loan servicer.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Organization Description

Below the navigation bar, the school's **Name**, **OPEID code**, **Status** and **Address**, appear as reported by the Postsecondary Education Participants System (PEPS). The Status contains one of the following:

- **Open** - School is an open institution.
- **Closed** - School has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the **New School Code** field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution.

How to Interpret the Repayment Information table

- **Numerator Date Range**—Identifies the 24-month period used to determine whether any borrowers have defaulted or met other specified conditions on FFEL and/or DL Program loans that entered repayment in the first 12 months of the identified 24-month period.
- **Denominator Date Range**—Identifies the 12-month period used to determine the borrowers that have entered into repayment on FFEL and/or DL Program loans.
- **FFEL Num**—The total number of borrowers that entered repayment on FFEL Program loans during a specified 12-month period and have defaulted on those loans during the same 12-month period or the

next 12-month period.

- **FFEL Denom**—The total number of borrowers that entered repayment on FFEL Program loans during a specified 12-month period.
- %—FFEL student repayment history rate.
- **DL Num**—The total number of borrowers that entered repayment on DL Program loans during a specified 12-month period and have defaulted on those loans during the same 12-month period or the next 12-month period.
- **DL Denom**—The total number of borrowers that entered repayment on DL Program loans during a specified 12-month period.
- %—Direct Loan student repayment history rate.
- **Dual Num**—The total number of borrowers that entered repayment on FFEL and/or DL Program loans during a specified 12-month period and have defaulted on those loans during the same 12-month period or the next 12-month period.
- **Dual Denom**—The total number of borrowers that entered repayment on FFEL and/or DL Program loans during a specified 12-month period.
- %—Dual student repayment history rate.
- **Date Processed**—Identifies the date the Student Repayment History Report was processed.

Last updated: May 14, 2001

close

Cohort Default Rate History List

Purpose of this page

The Cohort Default Rate History List page allows you to view a history of the default rates for the selected organization.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Cohort Default Rate History table

- **Fiscal Year**—The NSLDS financial year for which a default request was made.
- **Originating/Current**—An indicator of lender status as it relates to loans for the selected organization. The lender statuses are defined as follows:
 - **OL**—Originating.
 - **CL**—Current.
- **Rate Type**—The status of an organization's defaulted borrower calculation. The Rate Types are defined as follows:
 - **Official**—A default rate authorized for viewing by all organizations.
 - **Official Susp'd**—A default rate that has been appealed by the school.
 - **Draft**—A default rate that is available for viewing only by the rated organization and the Default Management Division of the Department of Education.
- **Rate Sub Type**—Within each rate type there are five possible sub types that can be in effect for a default rate history occurrence. The Rate Sub Types are defined as follows:
 - **ACTUAL**—The "raw" rate calculated using the actual list of borrowers of a school prior to any adjustments.
 - **AVERAGE**—The rate used for a school with 20 or fewer borrowers entering repayment during a fiscal year that had a cohort default rate calculated for the two previous fiscal years.

- **COMBINED**—The rate is calculated from the defaulted borrowers of schools that have been grouped together.
- **MERGED**—The rate is calculated from the defaulted borrowers of schools that have been merged.
- **LEAD SCH COMBO**—The rate is taken from a lead school in a group of schools.
- **SUBSTITUTED**—The calculated rate was replaced by a rate that was derived through other means.
- **Program Type**—The Title IV loan programs for which loans were issued by an organization. The Program Types are defined as follows:
 - **Dual**—An organization that provides both FFEL and Direct loan types.
 - **FFEL**—An organization that provides loans within the Federal Family Education Loan program.
 - **Direct**—An organization that provides loans within the William D. Ford Direct Loan program.
- **Numerator**—The total number of borrowers that entered repayment on a loan program during the cohort year and have defaulted on those loans during the same cohort year or the next cohort year.
- **Denominator**—The total number of borrowers that entered repayment on a loan program during a cohort year.
- **Rate**—The default rate for the organization, which is calculated as a percentage of the Numerator to Denominator and truncated to one decimal place.
- **Process Date**—Identifies the date that the rate was calculated.

Notes:

- The Rate Type column is only applicable: when viewing cohort default rate history where the users are viewing their own rates; when viewing schools where the users belong to ED's Default Management Division; or when viewing GAs or Lenders where the users belong to ED's Financial Partners, Partner Service.
- The Rate Sub Type column is only applicable when viewing cohort default rate history for schools where the users belong to ED's Default Management Division.
- The Program Type column is only applicable when viewing cohort default rate history for schools where the users are viewing their own rates or when the users belong to ED. ED users belonging to the Default Management Division will view columns for Numerator, Denominator and Rate broken out by

Program Type when viewing a school's cohort default rate history. Cohort default rate history for Lenders and GAs only display values for the FFEL program.

- The Originating/Current column is only applicable when viewing cohort default rate history for Lenders.

Last updated: April 30, 2001

close

School Profile Page

Purpose of this page

The School Profile page allows you to view a school's Title IV grant and loan program information, as well as the school's academic and program schedule information. The institutional information displayed on this page is reported by the Postsecondary Education Participation System (PEPS).

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Organization Description

Below the navigation bar, the school's **Name**, **OPEID code**, **Status** and **Address**, appear as reported by the Postsecondary Education Participants System (PEPS). The Status contains one of the following:

- **Open** - School is an open institution.
- **Closed** - School has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the **New School Code** field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution.

How to interpret the School Profile

The school profile box displays the following information:

- **Eligibility Status** - Indicates whether the institution is eligible to participate in Title IV programs.
- **Certification Type** - Certification status of the institution.
- **Approval Indicator** - Indicates whether the location is approved for eligibility and/or certification.
- **Initial Approval Date** - Date the main/location was approved for Title IV eligibility.
- **PPA Approval Date** - Date that the Program Participation Agreement was approved.

- **PPA Expiration Date** - Date that the Program Participation Agreement is to expire.
- **Loan Deferment Only** - Indicates that the school is not eligible to disburse Title IV aid, but only eligible to certify loan deferments.
- **Action Code** - Overall Eligibility action code for the Main Institution and any underlying locations.
- **Reason Code** - Overall Eligibility reason code for the Main Institution and any underlying locations.
- **Action/Reason Date** - Overall Eligibility action date for the Main Institution and any underlying locations.
- **Main/location Reason Code** - Main/location reason for loss of Title IV eligibility.
- **Main/Location Code Date** - Date the main/location was disapproved for Title IV eligibility.
- **School Type** - Identifies the ownership control type of the institution.
- **Program Length** - Length of the longest program offered by the institution.
- **Academic Calendar** - Academic calendar of the institution.
- **Ethnic Code** - Ethnic affiliation of the institution.
- **Congressional District** - Congressional district(s) of the Main Institution.
- **Region Code** - Main Institution's ED region code.
- **Change of Affiliation Code** - Code designating Change of Affiliation.
- **Change of Affiliation Effective Date** - Date the school changed affiliation.
- **Branch Indicator** - Indicates whether the location is a branch.
- **Web Address** - The school's official web address. You can click this address to view the school's web site. If the web site does not launch correctly, you can type the address in your web browser using proper URL syntax.

How to interpret Program Status

The Program Status box displays the following information:

Note: Only dates that have been reported to NSLDS will be displayed. NSLDS receives this information for the main institutions only. Thus, the information for School Program Status is displayed at the main institution.

- **Pell Start Date** - Current start date for Federal Pell Grant certification.
- **Pell End Date** - Current end date for Federal Pell Grant certification.
- **FFEL Start Date** - Current start date for Federal Family Education Loan (FFEL) program certification. The programs covered by this are specified as Stafford Subsidized or Stafford Unsubsidized.
- **FFEL End Date** - Current end date for FFEL program certification. The programs covered by this are specified as Stafford Subsidized or Stafford Unsubsidized.
- **FFEL PLUS Start Date** - Current begin date for FFEL PLUS program certification.
- **FFEL PLUS End Date** - Current end date for FFEL PLUS program certification.
- **FFEL SLS Start Date** - Current start date for FFEL Supplemental Loan (SLS) program certification.
- **FFEL SLS End Date** - Current end date for FFEL SLS program certification.
- **FDSLP Stafford Start Date** - Current start date for Federal Direct Student Loan Program (FDSLP) certification. The programs covered by this are specified as Subsidized or Unsubsidized.
- **FDSLP Stafford End Date** - Current end date for FDSLP certification. The programs covered by this are specified as Subsidized or Unsubsidized.
- **FDSLP PLUS Start Date** - Current start date for FDSLP PLUS certification.
- **FDSLP PLUS End Date** - Current end date for FDSLP PLUS certification.
- **Perkins Start Date** - Current start date for Federal Perkins certification.
- **Perkins End Date** - Current end date for Federal Perkins certification.
- **SEOG Start Date** - Current start date for Federal SEOG certification.
- **SEOG End Date** - Current end date for Federal SEOG certification.

How to display a school's profile

To display a school's profile:

1. Enter **Code** and/or **Name** of the school you want displayed
2. Click **Retrieve**.

Last updated: September 3, 2003

close

Report List

Purpose of this page

The Report List page displays a list of reports available for your retrieval. The list includes the Report ID, the Report Name, and links to the Log Page. The reports listed are determined by your user ID. A search feature is also included on this page.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Report List table

The Report List table displays the following information:

- **Report ID**--A six-character identifier for each report. The first two or three characters are acronyms that identify the category of the report. The last three or four characters represent the specific report name. For example, GAERRS represents a report for Guaranty Agencies (GA) that lists their loan error rates and top 10 errors (ERRS).

Acronym	Report Category
APR	Audit and Program Review Planning
DRC	Default and Notional Reports Rate Calculations
GA	Guaranty Agency
MBR	Monitoring Guaranty Agency and Lender Billings for Reasonability
RCS	Refund Cancellation Support
SCH	School

- **Names**--Titles of the reports.
- **Log Page**--A link to the Report Log page. The Report Log displays detailed information pertaining to the specific report including Requested By, Output Medium, Sort, Parameters, Begin Date/Time, End Date/Time, and Report Type. For more details, see the Report Log help page.

How to search for a report name

You can scroll sequentially through the reports using the scroll bar or access a report directly using the Search Report ID box. A maximum of 50 reports display on one page. If the page includes more than 50 reports, the Next 50 option displays for easy access to the next reports.

To search for a report using the Search Report ID:

1. In the **Search Report ID** box, enter your desired report ID (or partial ID).
2. Click **Submit**.

The Report ID and Report Name display at the top of the Report List (or the closest match to your request).

How to request a report

To request a report:

- In the **Report ID** column, click the highlighted number. The **Report Parameters** page displays.
- After you submit the report request, allow up to 24 hours to receive the report in your SAIG mailbox.

How to print a report

To more easily print your report after the file is returned through the SAIG and saved to a PC:

1. Open Microsoft Word and then open your file.
2. Click **Format**, then **Font** in the Menu bar.
3. In the Font dialog box, change the font size to 8 and the style to Courier New. Then click **Ok**.
4. Click **File**, then **Page Setup**. Select the Margins tab.
5. Change the margins to:
 - Top = 1"
 - Bottom = 1"
 - Left = 0.7"
 - Right = 0.7"
 - Gutter = 0"
6. Click the Paper Size tab. Select the Landscape radio button.
7. Click **Ok**.

How to view the Log Report

To review a Log Report:

- In the **Log Page** column, click a **Log Page** icon (this appears as a scroll graphic).

Last updated: April 15, 2002

close

Report Log

Purpose of this page

The Report Log keeps a record of each report requested by your organization. Each time a user requests a report, NSLDS registers the following information: the requestor's name, the output medium, the sort option selected, report parameters, the date and time the report was requested and completed, and the report type.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Report Log

The report's ID and Name display at the top of the page.

The Report Log tracks the following information each time your organization requests the report:

- **Requested By--** The requestor's name.
- **Output Medium--** The output device the user selected for the report.
- **Sort--** The number corresponding to the sort option selected. (The sort options vary depending on the selected report.) If only one sort option is available, the default sort option displays.
- **Parameters--** The variables selected that determined the report's results (separated by commas).
- **Begin Date/Time--** The date and time the report was requested.
- **End Date/Time--** The date and time the report was completed. (N/A means that the report has not completed processing.)
- **Report Type--** This identifies whether the report was requested to be sent in a Report format or an Extract file.

Note: The most recent request appears at the top of the page. A maximum of 50 log reports display on one page. If the report includes more than 50 logs, click Next Group arrow.

Last updated: July 1, 2001

close

Report Parameters

Purpose of this page

The Report Parameters page allows you to choose report parameters before requesting a report.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to request a Report

The Report ID box appears at the top of the page and displays the ID, Type, and Name of the report.

To request a report:

1. In the **Type** list, click **Extract** or **Report**, if available.
2. In the **Sort By** list, click an option, if available.
3. In the **Output Medium** list, click an option, if available.
4. Click **Submit**.
5. After the page redisplay and you verify your parameters, click **Confirm**.

When requesting a report, keep in mind the following:

- The Type options are based upon the Report you select. The two types are:
 - The *Report*, which results in an organized, easily readable document. Reports are formatted with headings, columns, sums, and other aids so they can be viewed or printed without further explanation.
 - The *Extract*, which results in a raw data document. Reports generated in Extract format are usually imported into a spreadsheet software program. Extracts are designed to be downloaded to your computer for formatting and analysis. They present data in a flat file with no descriptive titles or other formatting information.

- The **Output Medium** is an option based on user profile.
- School users are only able to view or print their report from the Student Aid Internet Gateway (SAIG) – the TG # assigned when they applied for access to the NSLDS. Each online user has a separate TG number and therefore can find the requested report in that specific mailbox.
- For assistance in retrieving information from the SAIG mailbox, call SAIG 1-800-330-5947.

Reports use the following message classes:

SHCDREOP = Extract format of LRDR

SHCDRROP = Report format of LRDR

SHNOTROP = Report format of Repayment Information

SHNOTEOP = Extract format of Repayment Information

AHSLDSOP = Other Web reports (e.g., exit counseling)

If an error occurs, your page redisplay requests that you type the required data.

- Your suggestions for improving reports that you would like to receive are welcome. Please e-mail your suggestions to NSLDSCOE@raytheon.com.

Last updated: January 13, 2003

close

Organization Search Popup

Purpose of this page

The Organization Search Pop-up Window page is a quick and easy tool for you to find an organization's name or code. It lists organization names and codes of schools, guaranty agencies, lenders, lender branch servicers, FDLP servicers, or U. S. Department of Education regions.

How to search for an organization

To search for an organization:

1. Type either the **Name** or the **Code** of the organization you wish to search for in the corresponding search boxes. Type a partial name or code, and the closest matches will be displayed.
2. Click **Submit**.
3. To clear search criteria, click **Clear**.

How to select an organization

The results of the search include the organization names and codes that match your requested criteria or the closest matched organizations. This list displays a maximum of 50 organizations.

To select the desired organization:

- Click the numbered bullet next to the organization name. The Organization Search Pop-up window page automatically closes, and the organization code appears in the code box.

To filter the search results:

1. In the **City** box, type in a city.
2. In the **State** box, select a state by clicking the down-arrow.
3. Click **Retrieve**.
4. Click **Clear** to clear the City and State boxes.

Note: The filtered search results appear according to the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.

The state codes are defined as follows:

STATE LOCATION CODE	NSLDS STATE OR AREA
AA	MILITARY LOCATION CODE
AE	MILITARY LOCATION CODE
AK	ALASKA
AL	ALABAMA
AP	MILITARY LOCATION CODE
AR	ARKANSAS
AS	AMERICAN SAMOA
AZ	ARIZONA
CA	CALIFORNIA
CM	NORTHERN MARIANAS ISLANDS
CN	CANADA
CO	COLORADO
CT	CONNECTICUT
CZ	CANAL ZONE
DC	DISTRICT OF COLUMBIA
DE	DELAWARE
FC	FOREIGN COUNTRY
FL	FLORIDA
FM	MICRONESIA
GA	GEORGIA
GU	GUAM
HI	HAWAII
IA	IOWA
ID	IDAHO
IL	ILLINOIS
IN	INDIANA
IQ	OTHER UNITED STATES TERRITORY OR POSSESSION
KS	KANSAS
KY	KENTUCKY
LA	LOUISIANA
MA	MASSACHUSETTS

MD	MARYLAND
ME	MAINE
MH	MARSHALL ISLANDS
MI	MICHIGAN
MN	MINNESOTA
MO	MISSOURI
MP	MARIANAS ISLANDS
MS	MISSISSIPPI
MT	MONTANA
MX	MEXICO
NC	NORTH CAROLINA
ND	NORTH DAKOTA
NE	NEBRASKA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NR	NON-RESIDENT, STATE UNKNOWN
NV	NEVADA
NY	NEW YORK
OH	OHIO
OK	OKLAHOMA
OR	OREGON
PA	PENNSYLVANIA
PC	PANAMA CANAL ZONE
PR	PUERTO RICO
PW	REPUBLIC OF PALAU
RI	RHODE ISLAND
SC	SOUTH CAROLINA
SD	SOUTH DAKOTA
TN	TENNESSEE
TT	TRUST TERRITORIES OF THE PACIFIC
TX	TEXAS

UT	UTAH
VA	VIRGINIA
VI	VIRGIN ISLANDS
VT	VERMONT
WA	WASHINGTON
WI	WISCONSIN
WK	WAKE ISLAND
WV	WEST VIRGINIA
WY	WYOMING

Last updated: February 21, 2001

close

Transfer Monitoring List

Purpose of this page

The Student Monitoring Detail page displays detailed transfer monitoring student information that can be updated or deleted.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Transfer Monitoring List

The Transfer Monitoring List information is defined as follows:

- **SSN**—The student's Social Security Number. (The blue numbered icon next to the SSN will change with sorting. If you click the icon, it will take you to the Transfer Monitoring Detail page for that student. If a student has had an Alert sent from the NSLDS, there will be an Alert icon displayed next to the SSN.)
- **Name**—The student's name. (The Transfer Monitoring List by default is displayed in alphabetical order by last name, but you can change how the list is sorted.)
- **Enrollment Begin Date**—The date on which the student is expected to, or did begin classes at the school.
- **Monitor Begin Date**—The date on which NSLDS began monitoring the student.
- **Last Changed By**—The name of the user who last changed the student's record, or the name of the user who added the student to the list.

How to retrieve a sorted/filtered Transfer Monitoring List

To sort/filter and retrieve a Transfer Monitoring List:

1. In the **Sort By** list, click the sort criteria.
2. In the **Display Only** boxes, type in the display criteria that you wish to view.
3. Click **Retrieve** to view the sorted/filtered list.

Notes:

- The Add Student to Monitor List button at the top of the page will take you to the Student Monitoring Add page when you click it.
- If a student was added/updated via a batch file, the Last Changed By will read Batch.

Last updated: July 1, 2001

close

Student Monitoring Add

Purpose of this page

The Student Monitoring Add page allows you to add a student to the Transfer Monitoring List. If the user is adding a student to the Transfer Monitoring List who is not in the NSLDS database, the student will only be added to the Transfer Monitoring List and will not display on any other pages in the NSLDS FAP site.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to add a student to the Transfer Monitoring List

1. In the **SSN** box, type the student's Social Security Number. (The SSN appears automatically if you linked from the Loan or Pell Grant History pages.)
2. In the **First Name** box, type the student's first name. (The First Name appears automatically if you linked from the Loan or Pell Grant History pages.)
3. In the **Last Name** box, type the student's last name. (The Last Name appears automatically if you linked from the Loan or Pell Grant History pages.)
4. In the **Date Of Birth** box, type the student's date of birth. (The Date of Birth appears automatically if you linked from the Loan or Pell Grant History pages.)
5. In the **Enrollment Begin Date** box, type the date on which the student is expected to, or did begin classes at the school.
6. In the **Monitor Begin Date** box, type the date on which you want NSLDS to begin monitoring the student. The current date will appear by default, although the date can be changed.
7. Click **Submit**.

Last updated: July 1, 2001

close

Student Monitoring Detail

Purpose of this page

The Student Monitoring Detail page displays detailed transfer monitoring student information that can be updated or deleted.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Student Monitoring Detail

- **SSN**—The student's Social Security Number.
- **Name**—The student's current name in the NSLDS. If the student was added to the Transfer Monitoring List, but is not in the NSLDS, the name will display as provided by the school user.
- **DOB**—The student's date of birth. If the student was added to the Transfer Monitoring List, but is not in the NSLDS, the DOB will display as provided by the school user.
- **Enrollment Begin Date**—The date on which the student was reported to begin classes at the school.
- **Monitor Begin Date**—The date on which the NSLDS began monitoring the student.
- **Last Changed By**—The name of the user who added or last changed the student information.

How to update or delete the Student Monitoring Detail

- To update or delete the Student Monitoring Detail information, click **Update** or **Delete**.

Note: If a student was added/updated via a batch file, the Last Changed By will read Batch.

Last updated: July 1, 2001

close

Student Monitoring Update

Purpose of this page

The Student Monitoring Update page allows you to update the Enrollment Begin Date and/or the Monitoring Begin Date for student's Transfer Monitoring Detail information.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to update Student Monitoring Detail

1. Type the new **Enrollment Begin Date** and/or the new **Monitoring Begin Date** in the respective box(es).
2. Click **Submit**.

Notes:

- If you are updating the Monitoring Begin Date to a date in the future, it cannot be later than the Enrollment Begin Date.
- After clicking Submit, your name will appear in Last Changed By until the record on the Transfer Monitoring List is changed again.

Last updated: July 1, 2001

close

Student Monitoring Delete

Purpose of this page

The **Student Monitoring Delete Confirmation** page allows you to delete the student from the **Transfer Monitoring List** page. Student Monitoring records should only be deleted if the student will not be attending your school, or the student was added to your school's list in error. Do not delete a student simply to stop monitoring him or her. Once the delete has been confirmed, the student's information will be removed from the Monitoring and, if applicable, Alert lists. It does not delete him or her from the NSLDS database.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to delete the student from the Transfer Monitoring List

To delete the student from the Transfer Monitoring List, read the Delete Confirmation statement, then click **Confirm**.

Note: If a student was added/updated via a batch file, the **Last Changed By field** will read **Batch**.

Last updated: July 1, 2001

close

Monitoring Alert Review

Purpose of this page

The Monitoring Alert Review page lists all transfer students on a school's Transfer Monitoring List to which changes have been reported.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Monitoring Alert Review

- **Monitoring Results as of**—The date on which the Transfer Monitoring Process last ran.
- **SSN**—The student's Social Security Number.
- **Name**—The first and last name of the student.
- **DOB**—The student's date of birth.
- **Change**—The type of change reported on the student's record. If new information was reported on a student's loan, **Loan** will appear in the text box. **Loan** is a link to the Loan Detail page of the loan that had a change reported. If new information was reported on a student's Pell Grant, **Pell** will appear in the text box. **Pell** is a link to the Pell Grant History page for this student.
- **Reviewed**—Indicates to other users at your school that this information was reviewed. Clicking the check box and then clicking **Submit** indicates that you have reviewed the Change immediately to the left of the box. The check boxes determine whether the change information is listed in the top section of the list or the section following.
- **Date Alerted**—The date on which the NSLDS alerted the school of the change to the student's record.
- **Enrollment Begin Date**—The date on which the school reported that the student is expected to, or did begin classes at the school.
- **Monitor Begin Date**—The date on which the NSLDS began monitoring the student.

How to retrieve a sorted/filtered Monitoring Alert Review List

To use **Sort By** and **Display Only** at the top of the page:

1. In the **Sort By** list, click how the list should be sorted. The default sort is Non-reviewed records in alphabetical order by last name, then Reviewed records in alphabetical order by last name.

Options include: SSN, Date Alerted, Enrollment Begin Date, and Monitor Begin Date.

2. In the **Display Only** boxes, type the information that you wish to view.
3. Click **Loans Only** or **Pell Only**, if you wish to view only one type of Alert information.
4. Click **Retrieve** to view the sorted/filtered list.

To re-order the list by **Reviewed** check boxes selected, click **Submit**.

Notes:

- Clicking the link in the Change box will not automatically place a check mark in the Reviewed box. To place a check mark in the Reviewed box when reviewing online, you must manually click it and then submit.
- If the school designated that Alerts be sent via Web and Batch, those records sent in the batch Alert file will automatically have check marks in the Reviewed boxes.
- The Monitoring Alert Review page can be viewed without accessing the student's record to view the change reported. The Batch Alert file cannot be viewed without reviewing the change information because it is the batch file.

Last updated: July 1, 2001

close

School Transfer Profile

Purpose of this page

The **School Transfer Profile** page displays information about the school contact for the Transfer Monitoring process. This page shows how your school is set up to submit Inform files and receive Alert notifications. This information is provided and updated by school users, and must be completed prior to submitting your school's first Inform.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to update the School Transfer Profile

To update the School Transfer Profile information:

1. Click **Update** at the top of the page.
2. The School Transfer Profile Update page appears.

How to interpret the School Transfer Profile

The **School Transfer Profile** information is defined as follows:

- **First Name** —The first name of the school's contact.
- **Last Name** —The last name of the school's contact.
- **Title** —The title of the school's contact.
- **Phone** —The phone number of the school's contact.
- **E-Mail** —The e-mail address provided by the school to receive Alert notification messages, which could be set up at the school as a group e-mail.
- **Inform** —The designated batch SAIG mailbox for the School, Servicer, or Central Administration Office. This may appear blank if the user is not using a batch interface (via the SAIG mailbox) and only wishes to use the Web. For example, many smaller schools do not have a batch interface and only use the Web.
- **Transfer Monitoring Servicer** —The servicer that is responsible for receiving and/or sending the Transfer Monitoring information for a school. This indicates whether the school uses ('Yes') or does not use ('No') a Transfer Monitoring Servicer.
- **Alert** —Indicates how the school requested its Alert to be sent (Web Only or Web and Batch).
- **SAIG Mailbox** —The designated SAIG mailbox for Alerts. A TG number displays, which indicates that the school has designated Web and Batch as its output option for Alerts. This appears blank if the

school designated Web Only.

- **Batch Alert Method** —If the school requested Web and Batch Alerts, in addition to providing a SAIG mailbox number, the school must select an Alert format. Extract indicates that the school requested the Alerts as a data file; Report indicates that the school requested the Alerts be in a Report format. If this field is not present, the school designated Web Only.
- **Last Update By** —The name of the user who last updated the school's Transfer Profile, and the date of that update.

Last updated: March 15, 2002

close

School Transfer Profile Update

Purpose of this page

The School Transfer Profile Update page allows you to update the School Transfer Profile information.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to update the School Transfer Profile

To update the School Transfer Profile:

1. In the **First Name** box, type the first name of the school's contact.
2. In the **Last Name** box, type the last name of the school's contact.
3. In the **Title** box, type the title of the school's contact.
4. In the **Phone** and **Ext** boxes, type the phone number and extension of the school's contact.
5. In the **E-Mail** box, type the e-mail address designated to receive Alert notification messages, which could be set up at the school as a group e-mail.
6. In the **Inform** box, type the TG number for the **Designated Batch SAIG Mailbox for School, Servicer, or Central Administration Office (Optional)**. You may leave this blank if you are not using the batch interface (via the SAIG mailbox) and only wish to use the Web.
7. In the **Inform** (Is this your Servicer for Transfer Monitoring?) check box, click to indicate **Yes** or **No**.
8. In the **Alert** check box, click how you want your school's Alert information to be sent (**Web Only** or **Web and Batch File**). If you click Web and Batch File, type the TG number in the **SAIG Mailbox for School, Servicer, or Central Administration Office** box.
9. In the **Alert** (Is this your Servicer for Transfer Monitoring?) check box, click to indicate **Yes** or **No**.
10. In the **Batch Alert Method** check box, click an Alert format: **Extract** or **Report**. Extract indicates that you want Alerts as a data file; Report indicates you want the Alerts in a report format. If you clicked Web Only as the Alert, leave the Extract and Report check boxes blank.
11. Click **Submit**.

In Last Update By, the name of the user who last updated the School Transfer Profile and the date of the last School Transfer Profile update appear.

Last updated: March 15, 2002

close

School Transfer Profile Add

Purpose of this page

The School Transfer Profile Add page allows you to add School Transfer Profile information. You must complete this page before initiating the Transfer Monitor process.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to add a School Transfer Profile

To add a School Transfer Profile:

1. In the **First Name** box, type the first name of the school's contact.
2. In the **Last Name** box, type the last name of the school's contact.
3. In the **Title** box, type the title of the school's contact.
4. In the **Phone** and **Ext** boxes, type the phone number and extension of the school's contact.
5. In the **E-Mail** box, type the e-mail address designated to receive Alert notification messages, which could be set up at the school as a group e-mail.
6. In the **Inform** box, type the TG number for the **Designated Batch SAIG Mailbox for School, Servicer, or Central Administration Office (Optional)**. You may leave this blank if you are not using the batch interface (via the SAIG mailbox) and only wish to use the Web.
7. In the **Inform** (Is this your Servicer for Transfer Monitoring?) check box, click to indicate **Yes** or **No**.
8. In the **Alert** check box, click how you want your school's Alert information to be sent (**Web Only** or **Web and Batch File**). If you click Web and Batch File, type the TG number in the **SAIG Mailbox for School, Servicer, or Central Administration Office** box.
9. In the **Alert** (Is this your Servicer for Transfer Monitoring?) check box, click to indicate **Yes** or **No**.
10. In the **Batch Alert Method** check box, click an Alert format: **Extract** or **Report**. Extract indicates that you want Alerts as a data file; Report indicates you want the Alerts in a report format. If you clicked Web Only as the Alert, leave the Extract and Report check boxes blank.
11. Click **Submit**.

When adding a School Transfer Profile, keep in mind the following:

- After the School Transfer Profile has been added, your name and the date appear on the School Transfer Profile page in Last Update By.
- If you attempt to add a student to your school's Transfer Monitoring List via batch file before completing this page, NSLDS sends back an error file. If you attempt to add a student to your school's Transfer Monitoring List via this Web site before completing this page, you are re-directed to this page.
- This page only displays once. After this page is completed, use the School Transfer Profile Update

page to make any updates.

Last updated: March 15, 2002

close

Enrollment Summary

Purpose of this page

The Enrollment Summary page provides a quick overview of a student's most recent status at every school where enrollment has been reported for that student. To view a detailed history of a student's enrollment status, use the Enrollment Detail page. To view a chronology of the student's enrollment status, use the Enrollment Timeline page.

Wherever possible, the Enrollment Summary page displays enrollment information reported by schools. It only displays information reported by guaranty agencies or other non-school organizations when they have reported on a particular student but the school has not.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

The buttons beneath the page title allow you to navigate to the following pages populated with information about the student displayed on Enrollment Summary:

- Enrollment Detail
- Enrollment Timeline
- Enrollment Maintenance

Clicking the active number icon to the left of an Enrollment Summary record links you to the Enrollment Detail page for the student at that school.

How to interpret the Enrollment Summary

The Enrollment Summary page displays the following information:

- **School Name**—The name of the school at which enrollment was reported for the student. Click the school name to link to the school's Organization Contact List page. If the information about the student's enrollment at this school was not reported by the school itself, a small warning icon appears after the school's name.
- **OPEID**—The eight-digit Office of Postsecondary Education Identification number for the school at which enrollment was reported.
- **Most Recent Status**—The status most recently reported for the student at that school. Users wanting to view the full history of a student's status at one or more schools should navigate to the Enrollment Detail

page.

- **Eff. Date**—The Effective Date, which is the date when the most recently reported status took effect. The following special rules apply:
 - NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'X' (Never Attended) and 'Z' (No Record Found) when the date is not reported by the school.
 - The NSLDS sets Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment Status of 'D' (Deceased).
- **ACD**—The Anticipated Completion Date, which is the date the student completed, or was expected to complete, his or her studies. The following special rules apply:
 - The NSLDS sets Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).
 - The NSLDS sets Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
 - The NSLDS sets Anticipated Completion Date equal to Effective Date for Enrollment Status 'G' (Graduated).
- **Cert. Date**—The Certification Date, which is the date as of which the school certified the enrollment information.
- **Cert. Method**—The method the school used to certify the enrollment information.
 - *School Batch*—The school certified the enrollment information through the batch enrollment reporting process.
 - *NSLDS Web*—The school certified the enrollment information using the Enrollment Maintenance page.

Sources other than schools do not certify enrollment data. So if an Enrollment Summary record is based on non-school data, the Cert. Date and Cert. Method boxes for that record display 'N/A' (Not Applicable).

Last updated: January 30, 2003

close

Enrollment Detail

Purpose of this page

The Enrollment Detail page displays a detailed history of a student's enrollment status at one or more schools. To view a brief overview of a student's current enrollment status, use the Enrollment Summary page. To view a chronology of the student's enrollment status, use the Enrollment Timeline page.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to use the Advanced Display Options

The Advanced Display Options allow you to filter and sort the enrollment information displayed by Enrollment Detail. The following Advanced Display Options are available:

- **Enrollment At**—Allows you to select enrollment information about all the schools the student has attended or about an individual school identified by name and OPEID
- **Show Records**—Allows you to select which records to view:
 - *All Active and Inactive*—Allows you to view a complete record of what enrollment information was reported to the NSLDS and when it was reported. If you select this option, you should distinguish between active records, which contain current information about a student's enrollment history, and inactive records, which contain enrollment information previously reported to the NSLDS but no longer current.
 - *Active Only*—Active records collectively constitute the NSLDS's current understanding of a student's enrollment history. (Inactive records contain enrollment information that was reported to the NSLDS at some time in the past but then corrected at a later date.) Showing all active records allows you to view a complete record of a student's enrollment history as the NSLDS currently understands it.
 - *Active Only, Changes Only, Earliest Certified*—Allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to the NSLDS. If you select this option, records containing such changes are displayed together with the first Certification Date on which they took effect.
 - *Active Only, Changes Only, Latest Certified (Default Setting)*—Allows you to view only active

records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to the NSLDS. If you select this option, records containing such changes are displayed together with the last Certification Date on which they were in effect.

- **Reported By**—Allows you to restrict the enrollment information that displays to what was reported by specific types of organizations.
 - *All*—Allows you to view information reported by both schools and non-school organizations such as guaranty agencies and lenders.
 - *Schools (Default Setting)*—Allows you to view only information reported by schools.
 - *Non-Schools*—Allows you to view only information reported by organizations other than schools, including guaranty agencies and lenders.
- **Sort Schools By**—Allows you to select the order in which the schools students have attended are displayed on the page.
 - *OPEID (Default Setting)*—Orders the schools numerically by their eight-digit Office of Postsecondary Education Identification number (OPEID).
 - *Name*—Orders the schools alphabetically by their names. If you cannot find the records for a school when you select this option, try school name variations (for example, “Alaska, University of” rather than “University of Alaska”).
 - *Merge Schools*—Combines enrollment information from all the schools the student attended in a single table.
- **Sort Records By**—Allows you to select the order in which records for a student’s enrollment at a given school are displayed.
 - *Reported By, Certification Date (Default Setting)*—Performs a primary sort on Reported By and a secondary sort on Certification Date.
 - *Reported By, Effective Date*—Performs a primary sort on Reported By and a secondary sort on Effective Date.
 - *Reported By, Anticipated Completion Date*—Performs a primary sort on Reported By and a secondary sort on Anticipated Completion Date.
 - *Date Received*—Performs a single sort on the date when the NSLDS received the information. This sort is the only sort that mixes records reported by schools with records reported by guaranty agencies and other organizations. It can help you determine the order in which enrollment information was reported to the NSLDS, regardless of effective date.

- **Begin Effective Date**—Allows you to display only records with an Effective Date later than or equal to the date you enter.
- **End Effective Date**—Allows you to display only records with an Effective Date earlier than or equal to the date you enter.

How to interpret the Enrollment Detail

The Enrollment Detail table displays the following information for each enrollment record that matches the Advanced Display Options you selected:

- **School Name and OPEID**—The name and OPEID of the school where enrollment has been reported for a student. These normally display on a separate row that divides the records for enrollment at one school from the records for enrollment at another school. When you select Merge Schools as the option for Sort Schools By, schools' OPEIDs display in a single column at the left side of the Enrollment Detail table.
- **Reported By**—Identifies the type of organization that reported the enrollment information.
- **Reported By ID**—Contains the organizational code, such as the OPEID or guaranty agency number, for the organization that reported the enrollment information.
- **Status**—The student's enrollment status.
- **Eff. Date**—The Effective Date, which is the date when the reported enrollment status took effect. The following special rules apply:
 - NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'X' (Never Attended) and 'Z' (No Record Found) when the date is not reported by the school.
 - NSLDS sets Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment Status of 'D' (Deceased).
- **Active**—A flag identifying whether a record reflects the NSLDS's current understanding of a student's enrollment history.
 - *Yes*—Indicates that the record is active and reflects the NSLDS's current understanding of a student's enrollment history.
 - *No*—Indicates that the record is no longer active. It contains enrollment information that was reported to the NSLDS at some point in the past but was subsequently corrected by a later submission.
- **ACD**—The Anticipated Completion Date, which is the date the student completed, or was expected to

complete, his or her studies. The following special rules apply:

- The NSLDS sets Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).
- The NSLDS sets Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
- The NSLDS sets Anticipated Completion Date equal to Effective Date for Enrollment Status 'G' (Graduated).
- **Cert. Date**—The Certification Date, which is the date as of which the school certified that the enrollment information was accurate.
- **Cert. Method**—The method the school used to certify the enrollment information.
 - *School Batch*—The school certified the enrollment information through the batch enrollment reporting process.
 - *NSLDS Web*—The school certified the enrollment information using the Enrollment Maintenance page on this site.
- **Date Received**—Indicates the day when the NSLDS processed the enrollment information. In cases where different organizations were reporting different information about the same student, or where you suspect that an organization may not have reported information in a timely fashion, you can use the Date Received to determine when information was reported to the NSLDS and in what order.

Sources other than schools do not certify enrollment information. So if an Enrollment Detail record is based on non-school data, the Cert. Date and Cert. Method boxes for that record display 'N/A' (Not Applicable).

Last updated: January 30, 2003

close

Enrollment Timeline

Purpose of this page

The Enrollment Timeline page displays a chronological view of a student's enrollment history. Within each time period displayed on this page, no organization reported a change in the student's enrollment status at any school. When any organization did report a new enrollment status for the student at any school, a new time period begins. This page is intended to help users, especially lenders, see all of a student's enrollment statuses at a given time in the past and how long those statuses remained in effect.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to use the Advanced Display Options

To use the advanced display options:

1. In the **Reported By** list, click a selection.
2. Type a date in the **Date** box.
3. Click **Apply**.

How to interpret the Advanced Display Options

The following advanced display options are available:

- **Reported By**—Allows you to restrict the enrollment information that displays to what was reported by specific types of organizations.
 - *All*—Allows you to view information reported by both schools and non-school organizations, including guaranty agencies and lenders.
 - *Schools (Default Setting)*—Allows you to view only information reported by schools.
 - *Non-Schools*—Allows you to view only information reported by organizations other than schools, including guaranty agencies and lenders.
- **Date**—Causes the time range that contains the date you type to display at the top of your screen. You

will still be able to scroll up or down to earlier or later time periods.

How to interpret the Enrollment Timeline

The Enrollment Timeline table displays the following information in descending chronological order, from the present to the earliest time period for which any enrollment was reported. All the enrollment information displayed on the timeline is ordered by Effective Date. Within any time period, no organization reported a new enrollment status for the student at any school.

- **Statuses in Effect**—The dates within which a set of enrollment statuses were in effect. This information occupies the banners that extend across the page and divide one time period from the next.
- **School OPEID**—The Office of Postsecondary Education Identification number (OPEID) of the school for which enrollment was reported.
- **Reported By**—Identifies the type of organization that reported the enrollment information.
- **Reported By ID**—Identifies the organizational code, such as OPEID or guaranty agency number, for the organization that reported the enrollment information.
- **Status**—The student's enrollment status.
- **Eff. Date**—The Effective Date, which is the date when the status took effect. The following special rules apply:
 - NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'X' (Never Attended) and 'Z' (No Record Found) when the date is not reported by the school.
 - NSLDS sets Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment Status of 'D' (Deceased).
- **Last ACD**—The Anticipated Completion Date most recently reported to NSLDS for that status. The Anticipated Completion Date is the date when the student completed, or was expected to complete, his or her studies. The following special rules apply:
 - The NSLDS sets Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).
 - The NSLDS sets Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
 - The NSLDS sets Anticipated Completion Date equal to Effective Date for Enrollment Status 'G' (Graduated).

Last updated: January 30, 2003

close

Enrollment Maintenance

Purpose of this page

The Enrollment Maintenance page allows school users to update enrollment information for students attending their school.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Enrollment Maintenance displays up to thirty student records at a time. If the search options you typed retrieve more than thirty records, those records are spread across as many pages as are necessary to display them thirty at a time. Use the Next and Previous arrows to move from page to page.

You must submit and confirm any changes to the enrollment records displayed on an individual Enrollment Maintenance page before navigating to another page. Clicking the Previous or Next arrow, or otherwise navigating to another page, before submitting and confirming changes causes any new data you typed to be lost.

How to retrieve student enrollment information

If you linked to Enrollment Maintenance from Enrollment Update, any Advanced Search Options you set on Enrollment Update remain in effect on Enrollment Maintenance. To change them, you must return to Enrollment Update. For your convenience, all the Search Options currently in effect are displayed in the shaded block at the top of Enrollment Maintenance.

If you navigated to Enrollment Maintenance from Enrollment Summary or Enrollment Add, you can only update enrollment information for the student(s) already displayed on the earlier screen. You cannot initiate a new search for different student enrollment information.

To retrieve student enrollment information:

1. In the **Retrieve/Sort by** list, click a selection.
2. In the **Begin Value** box, type a Begin Value.
3. Check **Exact Match Only** if you want an exact match for the Begin Value you typed.
4. Verify that the Primary Search Options you have selected do not contradict any Advanced Search

Options you selected earlier on Enrollment Update.

5. Click **Retrieve**.
6. The Enrollment Maintenance page redisplay with the student records retrieved by your search.

How to update student enrollment information

To update student enrollment information:

1. Type a recertification date in the **Recertification Date** box, or accept the default date (the current date) displayed by the page. This date is used to populate the Cert. Date box of the individual student records you select in step 2 below.
2. Select the student enrollment records you want to certify. There are two ways to do this:
 - a. Select the records individually by clicking the check box to the far left of the row with the student's SSN, name, and DOB.
 - b. Select all the records displayed on the page by clicking **Check All** at the top of the form.
3. Update as necessary the information in the following boxes:
 - a. Cert. Date (Certification Date)
 - b. Enroll. Code (Enrollment Code)
 - c. Eff. Date (Effective Date)
 - d. ACD (Anticipated Completion Date)
 - e. Student Designator
4. Click **Certify Checked Students**.
5. If the information you submitted passes the edits applied by the NSLDS, the Enrollment Maintenance Confirm page displays.

When updating student enrollment information, keep in mind the following:

- If you check records (Step 2) but then decide that you do not want to certify them, uncheck the records individually or click **Uncheck All** at the top of the form. When you uncheck a record, the Cert. Date reverts to whatever date it was set to before you selected the record, but any other changes you made to enrollment information remain.
- If you click **Reset**, Enrollment Maintenance redisplay with whatever information it displayed after its last trip to the mainframe. This creates two possibilities:

1. If you have not clicked Submit, Enrollment Maintenance redisplay with the information it displayed when you first navigated to it.
 2. If you have clicked Submit one or more times, Enrollment Maintenance redisplay with the information it displayed after you last clicked Submit.
- Sometimes, submitting and confirming an update to a student's enrollment status causes that student to "disappear" from the Enrollment Maintenance page. This happens because your school no longer has any obligation to report enrollment information for a student under the following circumstances:
 - There is no longer any lending institution with an interest in tracking the enrollment status of the student. The NSLDS only tracks enrollment information for students with an open FFELP or Direct loan. When you update a student's enrollment status, the NSLDS also verifies that the student still holds an open loan and so is of interest to some lending institution. If the student no longer holds an open loan, the NSLDS removes that student from the Enrollment Maintenance page for your school, regardless of the student's enrollment status.
 - You update a student's enrollment status to Withdrawn ('W') or Deceased ('D') with an Effective Date more than 180 days in the past.
 - You update a student's enrollment status to Graduated ('G') with an Effective Date more than 180 days in the past, and the student has a loan with a status of Loan Originated ('IA'), In Grace Period ('IG'), In Military Grace ('IM'), or In School or Grace Period ('ID').
 - You update a student's enrollment status to No Record Found ('Z').

Even if a student does "disappear" from the Enrollment Maintenance page after you update his or her enrollment information, the NSLDS still stores the information you updated. To display that information, navigate to the Enrollment Summary page and use that page's Student Search to find the student.

How to confirm updates to student enrollment information

To confirm updates to student enrollment information:

1. Verify the updated enrollment information displayed on the Enrollment Maintenance Confirm page to make sure it is correct and up-to-date.
2. Click **Confirm**.
3. The Enrollment Maintenance page redisplay with the updated enrollment information.

How to correct errors displayed by Enrollment Maintenance

If the information you submitted does not pass the edits applied by the NSLDS, Enrollment Maintenance redisplay with any rows that contained errors preceded by a small error icon. Place your cursor over the icon to display the error message as a ToolTip. There are several ways to correct errors so the enrollment information you updated passes all edits:

- Edit the data in the boxes for Cert. Date, Enroll. Code, Eff. Date, ACD, and Student Designator record-by-record.
- If you are unable to correct an individual record so that NSLDS accepts it, uncheck that record so it is not submitted when you resubmit the other student records you want to certify. Then write down the student identifiers for the record, or identify some search criteria that allow you to retrieve and certify it later, after you have done the research needed to submit information acceptable to the NSLDS.
- If the records you want to certify have become hopelessly full of errors or failed edits, use the Primary Search Options at the top of Enrollment Maintenance to retrieve your school's student enrollment records afresh, or return to Enrollment Update to select new Advanced Search Options and retrieve a different set of records.

The NSLDS applies the following edits to enrollment updates:

Code	Description
15	Anticipated Completion Date must be a valid date in mm/dd/ccyy format when Enrollment Status Code is 'A', 'F', or 'H'.
16	Anticipated Completion Date cannot be more than ten years after the Certification Date.
21	Effective Date must be a valid date in mm/dd/ccyy format. It must be greater than both Certification Date minus 45 years and Date of Student's Birth plus 12 years.
22	You cannot report an Enrollment Code of 'Z' for a student if an enrollment history (Enrollment Code of 'F', 'H', 'A', or 'L') already exists for that student at your school.
23	Effective Date must be a valid date in mm/dd/ccyy format. This edit is not applied to Enrollment Status 'D', 'X', or 'Z' if the Effective Date is not populated.
26	Anticipated Completion Date must be greater than Certification Date when you report an Enrollment Code of 'A', 'F', or 'H'. The NSLDS substitutes the ACD on its database when you leave this box blank, but the substituted ACD is still subject to this edit.
30	Certification Date must be greater than or equal to Effective Date.
32	You cannot report a new Certification Date earlier than the Certification Date currently on the NSLDS database while at the same time reporting a change to Enrollment Code, Effective Date, or Anticipated Completion Date. You can, however, report an earlier Certification Date if Enrollment Code, Effective Date, and Anticipated Completion Date are unchanged.
33	Anticipated Completion Date must be greater than or equal to Effective Date for Enrollment Codes 'F', 'H', and 'L'.
34	Effective Date cannot equal Certification Date if the Enrollment Code is 'F', 'H', or 'A' and remains unchanged.
35	Certification Date cannot be more than 180 days after Effective Date for Enrollment Code 'A'.

37	Certification Date must be a valid date in mm/dd/ccyy format.
38	Certification Date cannot be more than 72 days prior to the current date.
39	Certification Date cannot be a date in the future.

The date edits include the following:

- Anticipated Completion Date is adjusted by NSLDS to 0001-01-01 for Enrollment Status 'X', 'Z', 'W', and 'L'.
- Anticipated Completion Date is adjusted by NSLDS to 9999-12-31 for Enrollment Status 'D'.
- Anticipated Completion Date is adjusted by NSLDS to Enrollment Status Effective Date for Enrollment Status 'G'.
- Enrollment Status Effective Date is adjusted by NSLDS to Certification Date when not supplied by the school and the Enrollment Status is 'X' or 'Z'.
- Enrollment Status Effective Date is adjusted by NSLDS to 9999-12-31 when not supplied by the school and Enrollment Status is 'D'.

How to use the Primary Search Options

The Primary Search Options at the top of the Enrollment Maintenance page give you these options:

- **Retrieve/Sort by**—Allows you to retrieve and display student enrollment records by:
 - *SSN (Default)*—Displays student records in ascending numeric order by student Social Security Number.
 - *Last Name*—Displays student records in ascending alphabetic order by student last name.
 - *Student Designator*—Displays student records ordered by the identifier you use on your internal system, provided that you report that identifier to the NSLDS as part of the Enrollment Reporting process.
- **Begin Value**—Allows you to set a lower limit for retrieving and displaying records. If you leave Exact Match Only unchecked, Enrollment Update retrieves any student records that match the Begin Value you type or come after it in ascending alphanumeric order.
- **Exact Match Only**—Must be used in combination with a Begin Value. Allows you to retrieve only records that match exactly with the Begin Value you typed. When used with SSN or a unique Student Designator, Exact Match Only returns no more than one student record. When used with Last Name, Exact Match Only returns records for all students with that last name.

Understanding search options

Beneath the Primary Search Options at the top of the Enrollment Maintenance page, a shaded block displays the search options currently in effect. These options determine what records are retrieved from the NSLDS database and displayed on Enrollment Maintenance.

To change the search options in effect, do the following:

- To change Primary Search Options, follow the directions in the previous section of this Help page.
- To change Advanced Search Options, return to the Enrollment Update page and follow the directions in the Help for that page.

Understanding student enrollment records

The Enrollment Maintenance page displays individual student records across two rows. The first row is shaded and contains the following items, from left to right:

- **Check Box**—Click this box to select a record for certification. You can check records one-by-one, or you can check all the records on the page by clicking **Check All**.
- **Active Number Icon**—Each record on the page is identified by an active number icon. Clicking an icon links you to the Enrollment Summary page for that student. Records are numbered in ascending sequence and displayed in groups of 30. As you update those records, some may "disappear," leaving gaps in the numbering sequence. This happens under the following circumstances:
 - You update a record with information that falls outside the search options in effect. For example, if you display only records with Full Time status and update some of them to Half Time, the Half Time records are not displayed after you confirm the updates.
 - You update a record to a status that no longer requires your school to report enrollment information for that student.

Although individual records may "disappear" in this fashion, the group of records displayed on the page retains its integrity until you retrieve a new set of records or leave Enrollment Maintenance entirely. This means that a record that originally displayed on the third page of records returned by Enrollment Maintenance continues to display on the third page no matter how many other records are updated or "disappear." It does not migrate to the second or fourth page as you page up or down.

- **SSN**—The student's Social Security Number.
- **Name**—The student's full name (first name, middle initial, and last name).

- **DOB**—The student's date of birth.

Although you can retrieve enrollment records by SSN alone, the NSLDS identifies individual students by SSN, name, and DOB. Because duplicate SSNs are possible, you should make it a habit to verify all three student identifiers before certifying any student record. Not doing so creates a risk that you may certify enrollment information for the wrong student.

The second row is unshaded and contains the following items, from left to right:

- **Cert. Date**—The Certification Date, which is the date as of which you certify that a student's enrollment information is accurate and up-to-date. There are two ways to change the Certification Date for an individual enrollment record:
 1. Type a new Recertification Date at the top of the page and then check the enrollment record. By default, the Recertification Date is set to the current date.
 2. Check the enrollment record first and then edit the contents of the Cert. Date box directly.
- **Enroll. Code**—The Enrollment Code identifying a student's current enrollment status. Valid values are:
 - 'A'—Approved Leave of Absence
 - 'D'—Deceased
 - 'F'—Full Time
 - 'G'—Graduated
 - 'H'—Half Time or More, But Less Than Full Time
 - 'L'—Less Than Half Time
 - 'W'—Withdrawn
 - 'X'—Never Attended
 - 'Z'—No Record Found
- **Eff. Date**—The Effective Date, which is the date when the student's current status first took effect.
- **ACD**—The Anticipated Completion Date, which is the date you expect a student to graduate or otherwise complete a course of studies.
- **Student Designator**—Any code you use to identify students on your own database or tracking system.

Last updated: January 30, 2003

close

Enrollment Add

Purpose of this page

The Enrollment Add page allows school users to retrieve student records so they can update enrollment information for those students on the Enrollment Maintenance page.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to retrieve student records

To retrieve student records:

1. Type student identifiers for the students whose enrollment information you want to update in the **SSN** (Social Security Number), **First Name**, and **DOB** (Date of Birth) boxes.
2. Click **Retrieve** at the bottom of the page.
3. The Enrollment Maintenance page displays enrollment records for the students.

You can either type information in all three boxes (First Name, DOB, and SSN), or only type information in the SSN box.

- If you type SSN only, and that SSN is shared by two or more students, Enrollment Add will require you to type First Name and DOB as well to retrieve a student.
- If you retrieve students by SSN alone, check all three identifiers of the student records that display on the Enrollment Maintenance page to make sure that Enrollment Add has retrieved the students you want.

To clear the SSN, First Name, and DOB boxes on a given row, click **Clear**.

How to identify errors

Enrollment Add performs a number of edits on the identifiers you type. The page will not retrieve any students for display on the Enrollment Maintenance page until all the identifiers you typed pass those edits. If any identifiers fail edits, Enrollment Add displays a general error message at the top of the page. In addition, it

displays small error icons before each row of identifiers containing an error. To see the error message for a particular row, run your cursor over the small error icon, and the error message displays as a ToolTip.

How to correct errors

To correct errors, you may have to adopt one or more of the following strategies:

- Correct any typographical errors or omissions.
- Verify that you are searching for the right student.
- Verify that the student you are searching for exists in the NSLDS database.

If you are unable to correct an error no matter what you do, click the **Clear** button to the left of any identifiers that have been flagged as containing errors; then retrieve the remaining students whose identifiers have passed all edits.

What displays on the Enrollment Maintenance page

When you access the Enrollment Maintenance page from Enrollment Add, the information that displays on that page depends upon the student's prior enrollment history at your school.

- If you have never reported the student as attending your school, only the student's SSN, Name, and DOB will display on the Enrollment Maintenance page. The boxes for enrollment information will all be blank.
- If you have previously reported the student as attending your school, the student's SSN, Name, and DOB will display on the Enrollment Maintenance page. In addition, the boxes for enrollment information will be populated with the enrollment information you most recently reported for that student. You will be able to update those boxes as necessary.

Last updated: November 26, 2001

close

Enrollment Update

Purpose of this page

The Enrollment Update page allows school users to retrieve enrollment information for students attending their school so they can update that information on the Enrollment Maintenance page.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to retrieve student enrollment information

To retrieve a student using the Primary Search Options:

1. In the **Retrieve/Sort by** list, click a selection.
2. In the **Begin Value** box, type a Begin Value.
3. Click the **Exact Match Only** check box if you want an exact match for the Begin Value you typed.
4. Click **Retrieve**.
5. The Enrollment Maintenance page displays.

To retrieve a student using the Advanced Search Options:

1. Select the Primary Search Options you want.
2. Select the Advanced Search Options you want.
3. Click **Retrieve**.
4. The Enrollment Maintenance page displays.

Notes:

- If you do not enter any Primary or Advanced Search Options and accept the default sort on Student SSN, your organization's entire Student Portfolio displays in SSN order on the Enrollment Maintenance page.

- Advanced Search options are evaluated together with Primary Search options. Neither supersedes the other. This means that if your Primary and Advanced Search Options contradict each other, Enrollment Update will not find any records, even though each individual part of the combination would find and display records. For example, if you select an exact match on Student SSN 111–11–1111 as your Primary Search Option and Student SSNs between 555–55–5555 and 888–88–8888 as your Advanced Search Option, Enrollment Update will not find any records, even though the NSLDS contains enrollment records for a student with SSN 111–11–1111 and for students with SSNs between 555–55–5555 and 888–88–8888.
- Any search options you select on the Enrollment Update page remain in effect for subsequent searches on the Enrollment Maintenance page that displays the results of your initial search. To change search options, you must return to Enrollment Update.

How to use the Primary Search Options

The Primary Search Options include the following:

- **Retrieve/Sort by**—Allows you to retrieve and display student enrollment records by:
 - *SSN (Default)*—Displays student records in ascending numeric order by student Social Security Number.
 - *Last Name*—Displays student records in ascending alphabetic order by student last name.
 - *Student Designator*—Displays student records ordered by the identifier you use on your internal system, provided that you report that identifier to the NSLDS as part of the Enrollment Reporting process.
- **Begin Value**—Allows you to set a lower limit for retrieving and displaying records. That limit should be numeric if you are retrieving by SSN and alphabetic if you are retrieving by Last Name. The Begin Value for retrieving by Student Designator can be either numeric or alphabetic, depending upon the format you use for designators. If you leave Exact Match Only unchecked, Enrollment Update retrieves any student records that match the Begin Value you type or come after it in numeric or alphabetic order.
- **Exact Match Only**—Must be used in combination with a Begin Value. It allows you to retrieve only records that match exactly with the Begin Value you typed. When it is used with SSN or a unique Student Designator, Exact Match Only returns only one student record. When it is used with Last Name, Exact Match Only returns records for all students with that last name.

How to use the Advanced Search Options

The Advanced Search Options include the following:

- **Last Name Begin / End**—Allow you to retrieve records for students whose last names fall within an alphabetic range. Be careful when typing the End value. A single letter End value (such as 'B') will not retrieve names that begin with that letter (such as 'Bennett') since the names come after the letter alphabetically. Type the next letter after the initial letter of the name(s) you seek, or do not specify an End value. To search for last names that begin with 'Z', leave the End value blank or type 'ZZZZZZZZZZ'.
- **SSN Begin / End**—Allow you to retrieve records for students whose Social Security Numbers fall within a numeric range. Be careful when typing the End value. An End value containing fewer than nine digits (such as '99') will not retrieve SSNs that begin with that number but contain more digits (such as '990-00-0000'), since the longer number comes after the shorter one numerically.
- **Student Designator Begin / End**—Allow you to retrieve records for students whose designators fall within an alphanumeric range. Be careful when typing the End value.
- **Certification Date Begin / End**—Allow you to retrieve records for students who have been certified within a specified date range. The Begin and End values are inclusive; that is, records with a Certification Date equal to the Begin or End date are retrieved, as well as records certified between those two dates. You can use these options to retrieve records of students you have not re-certified for more than a given period of time. If you re-certify a group of students online, you can, at some later time, set the End date equal to the day before the earlier online session to retrieve all the records you did not re-certify in that session.
- **Anticipated Completion Date Begin / End**—Allow you to retrieve records for students whose Anticipated Completion Date (ACD) falls within a specific date range. The Begin and End values are inclusive; that is, records with an ACD equal to the Begin or End date are retrieved, as well as records with an ACD between those two dates. You can use these options to retrieve all students who are scheduled to graduate at the end of a given semester.
- **Enrollment Codes**—Allow you to search for records with specific Enrollment Codes. By default, Enrollment Update searches for all Enrollment Codes.

Last updated: November 26, 2001

close

Enrollment Reporting Schedule

Purpose of this page

The Enrollment Reporting Schedule page displays a user profile as well as current and past schedules for organizations that report or receive information about the enrollment status of students receiving federal student aid. The current schedule extends one year into the future; the past schedule extends one year into the past.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

The buttons beneath the page title allow you to navigate to the following pages:

- Enrollment Reporting Schedule Create
- Enrollment Reporting Schedule Modify

How to interpret the User Profile

The User Profile displays different user options depending upon the type of organization and the particular values the organization has selected. The user options are defined as follows:

- **Distribution Medium**—How enrollment information is sent to the organization. Valid values are:
 - Student Aid Internet Gateway (SAIG)
 - Tape
- **Distribution SAIG User ID**—For organizations that receive enrollment information by the Student Aid Internet Gateway, the address of the mailbox to which that information is sent.
- **Servicer Name (Schools Only)**—For schools that use a third-party servicer to send enrollment information to NSLDS, the name of the servicer.
- **Split Files Indicator (Schools Only)**—For schools that use a third-party servicer, a Yes or No option indicating whether the servicer submits enrollment information for all the schools it services as a single file (No) or as a series of separate files (Yes).
- **Record Format (Non-Schools Only)**—The format in which a guaranty agency, lender, or lender

servicer receives enrollment information. Valid values are:

- SSCR Standard
- Common Account Maintenance (CAM)
- **Records Received (Non-Schools Only)**—What records a guaranty agency, lender, or lender servicer receives. Valid values are:
 - *All Records*—All current enrollment records regardless of whether they contain any changes since the last Notification file
 - *Changes Only*—Only records that contain a change to a value other than Certification Date since the last Notification file

Note: Organizations are assigned User Profile values when they first sign up for the NSLDS. To change a profile value for your organization, contact the Customer Service Center.

How to interpret the Current and Past Schedules

The Current Schedule and Past Schedule display the following information:

- **Date**—The date when the NSLDS will send an organization a Student Status Confirmation Report (SSCR) if the organization is a school, or a Notification file if the organization is a guaranty agency, lender, or lender servicer. Dates are displayed up to one year into the future or past.
- **Type**—The type of file that the NSLDS will send the organization. Valid values are:
 - *Regular*—A regularly scheduled file. When the NSLDS sends an organization a regular file, it automatically schedules another such file for one year in the future.
 - *Ad Hoc*—A file generated for some special reason and not as part of the organization's regular schedule. When the NSLDS sends an organization an ad hoc file, it does not automatically schedule another such file for one year in the future.
- **Created By (Date)**—Who created or updated the schedule to cause the generation of a particular schedule item and, in parentheses, the date they did it. Valid values are:
 - *Original Schedule*—Schedule items created when the organization originally signed-up with the NSLDS.
 - *User Name*—Schedule items created by an online user using the Enrollment Reporting Create or Enrollment Reporting Modify page.

Last updated: November 26, 2001

close

Enrollment Reporting Schedule Create

Purpose of this page

The Enrollment Reporting Schedule Create page allows you to create a new schedule for your organization to receive enrollment status files from the NSLDS. When you use this page to create a new schedule, the NSLDS invalidates your organization's current schedule and creates an entirely new schedule.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to create a New Schedule

To create a new schedule:

1. In the **Start Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus one year.
2. In the **Frequency** box, click a selection.
3. In the **Default Sort Order** box, click a selection.
4. Click **Submit**.
5. If you entered a valid start date and frequency, the Enrollment Reporting Schedule Create Confirm page displays the new schedule and asks you to confirm it.

Notes:

- If you entered an invalid start date or frequency, the Enrollment Reporting Schedule Create page redisplayes with the appropriate error message.
- The start date can be any valid date greater than or equal to the current date and less than or equal to the current date plus one year, but files will only be generated on weekdays. This means that a file scheduled for generation on a Saturday will be generated on the following Monday. However, the NSLDS will not generate more than one file for the same organization at the same time. This means that if an organization has files scheduled for generation on Saturday, Sunday, and Monday, a single file will be generated on Monday, not three separate files.

- Valid frequencies for schools are as follows:
 - Every Week
 - Every Two Weeks
 - Every Month
 - Every Two Months
 - Every Three Months
 - Every Four Months
 - Every Six Months
- Valid frequencies for guaranty agencies, lenders, and lender servicers are as follows:
 - Every Day
 - Every Week
- Default frequencies are every two months for schools and weekly for all other organizations. The following permutations are possible:
 - If a school does not type a start date and selects the default frequency, rosters are scheduled for the first day of every other month, and the months are odd or even depending on the school's type.
 - If a school types a start date and selects the default frequency, rosters are scheduled every other month starting on the date selected by the school.
 - If a non-school organization does not type a start date and selects the default frequency, Notification files are scheduled for Monday every week.
 - If a non-school organization types a start date and selects the default frequency, rosters are scheduled weekly starting on the date selected by the non-school organization.

How to confirm a new schedule

To confirm a new schedule:

1. Verify the schedule displayed on the Enrollment Reporting Schedule Create Confirm page to make sure it is the schedule you want to create.
2. Click **Confirm**.
3. The Enrollment Reporting Schedule page redisplay with your new schedule as the Current Schedule.

How to cancel a new schedule

To cancel a new schedule:

1. Click **Cancel**.
2. The Enrollment Reporting Schedule Create page redisplay.

How to interpret the Current Schedule

The Current Schedule displays the following information:

- **Date**—The date when the NSLDS will send an organization a Student Status Confirmation Report (SSCR) if it is a school, or a Notification file if it is a guaranty agency, lender, or lender servicer. Dates are displayed up to one year into the future or past.
- **Type**—The type of file that the NSLDS will send the organization. Valid values are:
 - *Regular*—A regularly scheduled file. When the NSLDS sends an organization a regular file, it automatically schedules another such file for one year in the future.
 - *Ad Hoc*—A file generated for some special reason and not as part of the organization's regular schedule. When the NSLDS sends an organization an ad hoc file, it does not automatically schedule another such file for one year in the future.
- **Created By (Date)**—Who created or updated the schedule to cause the generation of a particular schedule item and, in parentheses, the date they did it. Valid values are:
 - *Original Schedule*—Schedule items created when the organization originally signed-up with the NSLDS.
 - *User Name*—Schedule items created by an online user using the Enrollment Reporting Create or Enrollment Reporting Modify page.

Last updated: November 26, 2001

close

Enrollment Reporting Schedule Modify

Purpose of this page

The Enrollment Reporting Schedule Modify page allows you to modify your organization's current schedule for receiving enrollment status files from the NSLDS.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to modify a User Profile

To modify the Default Sort Order for Roster files received by a school that does not have a servicer:

1. Click a different **Default Sort Order**.
2. Click **Submit** under the Modify Schedule form.
3. The Enrollment Reporting Schedule Create Confirm page displays the sort order and asks you to confirm it.

Note: For all other options or users, call the Customer Service Center and ask the representative to make the changes you want.

How to modify a Schedule

To modify an existing schedule:

1. To cancel existing schedule items:
 - a. Click the **Cancel** button for that item.
2. To modify existing schedule items:
 - a. Type a valid date greater than or equal to the current date and less than or equal to the current date plus one year in the **Date** box or select a different **Type** from the list.

3. To add new items to the schedule:
 - a. Click **Add Blank Line** to add another row to the Modify Schedule form.
 - b. In the **Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus one year.
 - c. In the **Type** list, click **Regular** or **Ad Hoc**.
4. Click **Submit**.
5. If your modifications create a valid schedule, the Enrollment Reporting Schedule Modify Confirm page displays the new schedule and asks you to confirm it.

Notes:

- Type refers to the type of file that the NSLDS will send your organization. Valid values are:
 - *Regular*—A regularly scheduled file. When the NSLDS sends an organization a regular file, it will automatically schedule another such file for one year in the future.
 - *Ad Hoc*—A file generated for some special reason and not as part of the organization's regular schedule. When the NSLDS sends an organization an ad hoc file, it will not automatically schedule another such file for one year in the future.
- If the modifications you made produce a schedule that does not pass the edits applied by the NSLDS, Enrollment Reporting Schedule Modify redisplay with the appropriate error message. It also places error icons in front of specific schedule items that failed edits. Place your cursor over an icon to display the error message for that item as a ToolTip.

Schedule Validation Rules

In order to pass the edits applied by the NSLDS, schedules must conform to the following rules:

- For schools, a gap of more than six months cannot elapse between Regular rosters. This includes the gap between the last roster generated for your school and the first roster listed on your schedule.
- For guaranty agencies, lenders, and lender servicers, a gap of more than one week cannot elapse between Notification files.

How to confirm schedule modifications

To confirm schedule modifications:

1. Verify the schedule displayed on the Enrollment Reporting Schedule Modify Confirm page to make sure it reflects your modifications.
2. Click **Confirm**.
3. The Enrollment Reporting Schedule page redisplay with a Current Schedule that reflects your modifications.

How to cancel schedule modifications

To cancel schedule modifications:

1. Click **Cancel**.
2. The Enrollment Reporting Schedule Modify page redisplay.

How to interpret the User Profile

The User Profile box displays different user options depending upon the type of organization and the particular values the organization has selected. The user options are defined as follows:

- **Distribution Medium**—How enrollment information is sent to the organization. Valid values are:
 - Student Aid Internet Gateway (SAIG)
 - Tape
- **Distribution SAIG User ID**—For organizations that receive enrollment information by the Student Aid Internet Gateway, the address of the mailbox to which that information is sent.
- **Servicer Name (Schools Only)**—For schools that use a third-party servicer to send enrollment information to the NSLDS, the name of the servicer.
- **Split Files Indicator (Schools Only)**—For schools that use a third-party servicer, a Yes or No option indicating whether the servicer submits enrollment information for all the schools it services as a single file (No) or as a series of separate files (Yes).
- **Record Format (Non-Schools Only)**—The format in which a guaranty agency, lender, or lender

servicer receives enrollment information. Valid values are:

- SSCR Standard
- Common Account Maintenance (CAM)

- **Records Received (Non-School Users)**—What records a guaranty agency, lender, or lender servicer receives. Valid values are:

- *All Records*—All current enrollment records regardless of whether they contain any changes since the last Notification file
- *Changes Only*—Only records that contain a change to a value other than Certification Date since the last Notification file

Last updated: November 26, 2001

close